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SELECTIONS

FROM

THE ARMY REGULATIONS, INDIA,

FOR THE USE OF

OFFICERS OF CIVIL DEPARTMENTS OF THE GOVERNMENT OF INDIA.

Government of India,
Army Department, 1907.

CALCUTTA:
OFFICE OF THE SUPERINTENDENT OF GOVERNMENT PRINTING, INDIA,
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PREFACE.

THIS volume is a compilation of extracts from Army Regulations, India, and connected regulations, of such matter as may possibly concern officers of Civil Departments who have not access to the complete volumes.

Corrected up to 1st April 1907.

Definitions.

Bde. Comdr.—Includes the Divisional Commander in the case of troops serving directly under his orders.

Command.—Includes an independent division.

D. A. G.—Includes the A. A. G. of an independent division.

Divl. Comdr.—Includes the Commander of an independent division.

Soldier.—Includes a warrant or non-commissioned officer.

List of Abbreviations.

A. A.	Army Act.
A. B. Corps	Army Bearer Corps.
A. F.	Army Form.
A. G. India	Adjutant General in India.
A. H. Corps	Army Hospital Corps.
App.	Appendix.
A. R. I.	Army Regulations, India.
Asst. C. R. E.	Assistant Commanding Royal Engineer.
A. V. D.	Army Veterinary Department.
Bde. Comdr.	Officer Commanding a Brigade.
C. C. M. A.	Civil Chief Master Armourer.
C-in-C.	Commander-in-Chief in India.
C. E.	Chief Engineer.
C. O.	Command Order.
C. M. A.	Controller of Military Accounts.
C. S. Regs.	Civil Service Regulations.
C. R. E.	Commanding Royal Engineer.
D. A. G.	Deputy Adjutant General.
D. C.	Double Company or squadron.
D. G. A. R.	Director General, Army Remount Department.
D. G. O.	Director General of Ordnance.
D. G. I. M. S.	Director General, Indian Medical Service.
D. G. M. W.	Director General of Military Works.
Divl. Comdr.	General Officer Commanding a Division.
E. M. W. Accts.	Examiner of Military Works Accounts.
E. S. and T. Accts.	Examiner of Supply and Transport Accounts.
F. S. Regs.	Field Service Regulations.
G. G.	Governor General.
G. E.	Garrison Engineer.
G. of I.	Government of India.
G. O. C.	General Officer Commanding.
G. S. Accts.	General State of Accounts and Pay List.
H. E.	His Excellency.
H. H.	His Highness.
Hd. Qrs.	Head Quarters.
I. A. F.	India Army Form.
I. A. O.	India Army Order.
I. A. W.	Indian Articles of War.
I. G.	Inspector General.
I. M. S.	Indian Medical Service.
I. S. M. D.	Indian Subordinate Medical Department.
J. A. G.	Judge Advocate General.
K. R.	King's Regulations.
L. G. C.	Lieut.-General of a Command or independent Division.
M. A. Dept.	Military Accounts department.
m. c.	medical certificate.
M. S.	Military Secretary.
M. W. S.	Military Works Services.
N. C. O.	Non-Commissioned Officer.
N. I.	Native infantry.
N. W. F.	North West Frontier.
N. O.	Native Officer.
O. C.	Officer Commanding.
p. a.	private affairs.
Para.	Paragraph.
p. d.	per diem.
p. m.	per mensem.
P. M. O.	Principal Medical Officer.
P. V. O.	Principal Veterinary Officer in India.
P. W. D.	Public Works Department.
Q. M. G.	Quarter Master General in India.
R. A.	Royal Artillery.
R. A. M. C.	Royal Army Medical Corps.
R. C.	Roman Catholic.
R. E.	Royal Engineers.
R. S. O.	Recruiting Staff Officer.
S. and T.	Supply and Transport.
S. M. O.	Senior Medical Officer.
S. of S.	Secretary of State for India.
S. S. O.	Station Staff Officer.
U. K.	United Kingdom.
U. L.	Unattached List.
Vol.	Volume.
W. O.	War Office.

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I. A. F. Z2000.

ARMY REGULATIONS, INDIA.

Volume I.—Pay and Allowances.

General Rules.

Officers holding civil posts carrying less than military pay.

19. A commissioned medical or other military officer holding a civil appointment on consolidated pay which is less than his military pay (including horse allowance in the case of an officer of the Indian army), receives the difference between his civil and military pay only if he is prevented from resigning his appointment for reasons approved by the G. of I.; and when the difference is allowed, it is drawn from the department disbursing his pay.

Officer in civil employ acting in the military department.

30. An officer in permanent civil employ acting in a military appointment will draw, in the military department, the allowances to which he would have been entitled under military rules, had his substantive appointment been an appointment in the military department.

Departmental employ.

96. An officer being a candidate for employment in any civil department is entitled to the staff pay of his regimental appointment, or to the staff pay he was at the time drawing owing to his officiating in a higher appointment, until the date of his passing the preliminary departmental examination, when he becomes entitled to the departmental staff pay. An officer appointed to a department of the army will be entitled to departmental staff or consolidated pay from the date of reporting himself for duty in the department.

Indian Medical Service.

Pay of officers of I. M. S. who hold no paid appointment on service and of officers acting for them.

153. The salaries of officers of the I. M. S. withdrawn from their permanent appointments for employment on active service, when not holding appointments to which staff pay is attached, and of officers acting for them are regulated as follows :—

* * * * * *

II.—An officer withdrawn from a civil appointment will be allowed a consolidated salary equal to that of his grade when in charge of a regt. whenever the total of his grade pay plus the half staff of his civil appointment is less than such consolidated pay, from the time of his handing over charge to the date of his rejoining without delay after his services are no longer required in the field.

III.—An officer acting for another withdrawn from the charge of a regt. or from a civil appointment, will be allowed the half staff pay of the permanent incumbent, provided this is not less than Rs. 100 p. m.

IV.—The allowances to be drawn by an officer who whilst holding a permanent appointment, military or civil, has taken furlough, and on return is ordered to join a field force, without being able first to rejoin his appointment, will be regulated by the usual rule requiring an officer to rejoin to entitle him to the full staff pay of his appointment. In special cases, however, where the exigencies of the service prevent such a course, the officer will be allowed the full consolidated salary from the date of his receipt in India of the order directing him to proceed on field service. In the case of an officer in civil employ, this consolidated salary will be as at II above.

V.—An officer withdrawn from an acting appointment (as the charge of a regt. or civil post) will forfeit his acting allowances, as his primary duty is military service.

Leave Rules of 1886 for the Indian Army.

Leave admissible, in and out of India.

358. An officer may be granted —

Privilege leave under such regulations as may from time to time be in force.

Leave out of India for no longer period than one year at a time, capable of extension to two years' absence from duty, on the following pay :—

After appointment to the Indian Army					£200 a year.
After the commencement of the 5th year's service for pension					„ 250 „
Ditto	ditto	15th	ditto	.	„ 300 „
Ditto	ditto	20th	ditto	.	„ 450 „
Ditto	ditto	25th	ditto	.	„ 600 „
Ditto	ditto	30th	ditto	.	„ 700 „

Leave in India, for no longer period than one year at a time, on full military pay and half staff pay of appointment.

Limit of absence from duty.

359. No extension of leave involving absence from duty for more than two years, whether taken in or out of India, can be granted except on specially urgent grounds and without pay.

NOTE 1.—Absence from duty is reckoned from the date of being "struck off duty" to date of rejoining appointment or regt.

NOTE 2.—The two years' limit does not include time spent at the Staff College, Camberley, or that spent *in Russia* to qualify in the Russian language (which counts as duty).

Penalty of exceeding limit of leave.

360. An officer who is prevented by ill-health from returning to duty within the maximum period of two years' absence will, unless specially granted an extension of leave without pay, be placed on temporary half-pay or on the retired list, as the circumstances of the case may require. An officer will also be liable to be placed on half-pay or the retired list should his health require an undue amount of leave, whether in or out of India. This power will be exercised by the G. of I. at the instance of the authority empowered to sanction the leave if the officer be in India, or, if he be at home, by the S. of S. for India.

NOTE.—If an officer recommended for leave out of India on m. c., is found to have taken an undue amount of leave in the past on account of his health, his case should be specially reported for the consideration of the S. of S. for India, without the grant to him of any specified period of leave.

All leave counts for pension. Conditions of grant.

361. All leave in or out of India counts as service for pension.

362. Leave, whether in or out of India, does not involve forfeiture of appointment, and may be granted at any time, but solely at the discretion of the sanctioning authority.

Half staff pay included in leave pay.

363. The half staff pay of any appointment is included in an absentee's fixed sterling rate of pay ; only the remaining staff pay is therefore available for an officer officiating for him.

Leave pay, I. M. S.

364. The Indian Army leave rules of 1886 apply to officers of the I. M. S. in military employ, who were admitted to the service after the 30th June 1886, and to those medical officers who are entitled to elect them, with the following modifications in rates of pay on leave out of India :—

After appointment					£250 a year.
After the commencement of the 10th year's service for pension					„300 „
Ditto	ditto	15th	ditto	.	„450 „
Ditto	ditto	20th	ditto	.	„600 „
Ditto	ditto	25th	ditto	.	„700 „

Leave rules of 1886 to whom applicable.

365. The above rules apply to—

Officers admitted to the Indian Army after the 30th June 1886.

Officers of the Indian Army in military employment who elected them within 12 months of that date.

Officers in civil employ on that date, subsequently reverting to military duty, who may elect them within six months from the date of being replaced at the disposal of the military department. If such

officers are on leave when so replaced, they must make their election at once: those proceeding on leave within the six months must make their election before they go.

Continuous Indian service officers of R.E. and R.A. in military employ.

The rules do not apply to—

Officers in permanent civil employ. (See note 1 to para. 368.)

Officers commanding divisions or brigades, or holding other appointments which are governed by special regulations in regard to leave of absence.

366. Officers who have elected to come under these rules count all previous leave as service for pension. All leave counts for pension.

367. The S. of S. for India has reserved to himself the right of making any change in the 1886 leave rules for the Indian Army and I. M. S. which circumstances may require. Reserved rights of S. of S.

368. Military officers while in permanent civil employment are not affected by these rules; but if desirous of retiring on pension direct from such employment, they will, whether on duty or on furlough, be given the benefit of the rule which allows all previous leave to count as service for pension. But an officer in civil employment may not place himself out of employment in order to take leave under these rules, or for any purpose but immediate retirement. Officers in civil employ.

NOTE 1.—An officer is absolutely under the leave rules in the C. S. Regs. so long as he remains in permanent civil employment.

NOTE 2.—An officer does not come under the civil rules by being transferred to a civil appointment the tenure of which is limited to a definite period, nor by officiating in the civil department for less than three years.

Insane Officers.

375. An officer while a patient in a lunatic asylum in India is considered as on leave on m.c. From his pay, which is drawn monthly, the cost of maintenance will be deducted and paid to the superintendent of the asylum; the balance being disposed of under the orders of the secretary to the G. of I., Army Dept. Disposal of pay.

Hospital Stoppages.

379. Officers and the other ranks specified, while under medical treatment and dieted in a military hospital, will be charged as follows:— Rates.

Military officers, lady nurses and civilian gazetted officers.

When on field service, or in hospital on account of wounds received in action	p. d.	Re. 1
Otherwise	„	Rs. 2

Civil Patients.

When admitted as not entitled patient	„	Re. 1

NOTE 1.—If a commissioned officer's wife (who is not entitled to admission into a military hospital) is so admitted for medical treatment, recovery on account of hospital stoppages should be effected from her husband at the rate of Rs. 2 a day.

NOTE 2.—The daily charges include the cost of diet, medical comforts, special accommodation, fuel, light and punkha-pullers.

Furlough Rules of 1889.

434. These rules shall apply to all departmental officers with honorary rank and warrant officers, combatants or medical, of the Indian Army, promoted to warrant rank on or after the 8th November 1889, and also to those who were promoted to the warrant rank before the above date if they elected these rules within one year from the date of their publication. To whom applicable.

435. Leave may be granted subject to the following rules:— Limit of leave.

(*a*) Privilege leave under such regulations as may from time to time be in force.

(*b*) Leave in or out of India for one year, capable of extension to two years' absence from duty, on the following pay :—

Rates of leave pay.

Commissary	£ 220 per annum.
Deputy commissary	„ 165 „ „
Assistant commissary	„ 140 „ „
Conductor	„ 120 „ „
Sub-conductor	„ 110 „ „

I. S. M. D.—

	Out of India, £ per annum.	In India. 1st year.	In India. After 1 year.
Senior assistant surgeon (with honorary rank of captain)	170	Three quarters of grade pay and of house rent.	One half of grade pay and of house rent.
Senior assistant surgeon (with honorary rank of lieutenant)	125		
Assistant surgeon, 1st class	120		
Ditto 2nd „	90		
Ditto 3rd „	70		
Ditto 4th „	55		

When granted.

436. Leave may be granted at any time at the discretion of the sanctioning authority.

Leave in excess of one year.

437. Leave in or out of India in excess of one year cannot be claimed as a right, but extensions up to two years' absence from duty may be granted on m. c. or on urgent grounds, at the discretion of the sanctioning authority. The previous assent of the authority under whom serving will be required for such extensions, except on m. c., and must be obtained by applicant. Extensions beyond two years' absence from duty will only be admissible in very special cases, and without pay.

Reckons as service for pension.

438. Leave in or out of India will reckon as service for pension, and will not involve forfeiture of appointment.

NOTE.—Those who have elected these rules will be entitled to count all past furlough as service for pension.

Leave in excess.

439. The rules in paras. 360 and 367 as applicable to commissioned officers will apply.

Leave Pay, U. L.

Leave pay.

475. *** N. C. Os. on the U. L. receive the following yearly rates of pay when on leave, in or out of India :—

* * * * * *

N. C. Os. of departments who are eligible for promotion to departmental warrant officer ***	£90

Desertion.

Reward for apprehending a European deserter.

595. A reward, not exceeding Rs. 30 in each case, will be paid to the person—civilian, soldier, or policeman—who actually apprehends a European deserter (including an attested medical subordinate), or to the person or persons giving information which leads to his apprehension, notwithstanding that the arrested person may not be convicted of, or be tried for, desertion. The amount of the reward, and its distribution will be decided by the Bde. Comdr. in whose command the arrest takes place.

Insane Soldiers.

Pay and maintenance at asylum.

606. An insane soldier is entitled to his gross pay (but no allowance in lieu of rations), less the cost of his maintenance at 8 annas p. d. at Colaba, and at Rs. 12 p.m. at Calcutta or Madras, for the period he may be in a lunatic asylum, and up to the date he embarks for England.

Allowance to attendant on female insane.

607. An allowance of Rs. 20 and free rations, with a return passage and free rations if desired, is authorised for the attendant on a female insane proceeding from an asylum to Bombay *en route* to England.

Miscellaneous.

Copy of judgment on trial by civil court.

616. Whenever a person subject to military law has been tried by a civil court and a copy of the judgment of the court is applied for by a commissioned officer, it will be supplied free of charge by the clerk, his deputy, or other officer having the custody of the records of such court.

617. An allowance of Rs. 20 p. m. inclusive of subsistence allowance (Rs. 15 for rations and Rs. 5 towards the cost of the training establishment) is granted to the treasurer of a civil hospital for each soldier's wife in training as a sick-nurse or midwife. At the government maternity hospital at Madras the allowance is Rs. 25 p.m. Allowance for soldier's wife training as sick-nurse.

621. Military subordinates of other than purely military departments temporarily doing duty with troops in the field, receive the same pay, etc., including sub-divisional allowance, as they were drawing in their own departments at the time of transfer to military duty. Military subordinates of civil departments on field service.

Medical Charge Allowance.

957. The extra allowances as below are admissible in addition to pay and allowances:— Extra medical charge allowances.

(1) When owing to the absence of the medical officer, a hospital assistant (civil or military) is placed in sole medical charge of a regt., etc.; and the charge is clearly in addition to his proper work, which is to perform the duties of his class in subordination to a medical officer.

(2) When a hospital assistant (civil or military) is placed in charge of, or does duty with, another regt., detachment, etc., in addition to his own ordinary work, whether the extra work is performed independently or in subordination to a medical commissioned or warrant officer.

Extra charge—	*Rs.*
Of a regt.; or of reservists attached to a regimental centre for the period of training, if their strength amounts to that of a regt. of N. I. . . .	15 p.m.
Of the wing of a regt.; of a cantonment hospital; of a followers' hospital; of reservists attached to a regimental centre for the period of training if their strength equals that of a wing; of departmental followers and others attached for treatment to the N. I. hospital, Bombay	10 „
Of a detachment of 25 men or more, but less than a wing; of an engineer field park . . .	5 „
Of daily labourers employed by the M. W. S. at places where there is no civil or cantonment hospital—	
Charge of—	
25 to 399 (No allowance is admissible for less than 25)	5 „
400 to 599	10 „
600 or over	15 „

(3) A hospital assistant employed in a medical store depot will receive an extra monthly allowance at the rate of 25 per cent. on his grade pay.

Compensation for Dearness of Forage and Food.

973. The G. O. C., with the assistance of a board of Os. C. corps, the chief S. and T. officer and the senior veterinary officer, will select and seal annually (half-yearly in the case of atta) samples of each article of the standard forage and food rations on which compensation may fairly be claimed, the quality for food to be that usually consumed by natives of the class of life to which the men belong; the samples will be sent to the civil authorities, who will intimate to the pay examiner monthly the average retail prices of articles of the same description and quality (and also of the next lower quality for articles composing the food ration, when such quality exists) in the nearest civil station. The rates of compensation based on these prices (the lower quality for followers) and when necessary on the particulars in para. 977 for fodder, will be calculated by the examiner and published monthly in C. Os. Rates how fixed and published.

Deserter, Native.

Reward for apprehension of deserter.

1014. Any person who apprehends a combatant (including a reservist) of the native army, a hospital assistant, or a transport follower, while a deserter, except in the case of voluntary surrender, will receive a reward of Rs. 5.

Pensions.

Pension during imprisonment.

1040. A pensioner imprisoned for an offence for which he is removed from the pension list forfeits pension during confinement, even if re-admitted to the pension establishment on the expiration of his sentence. In any other case pension is paid on release, less subsistence allowance—but in full for any period of imprisonment for debt or pending trial on a criminal charge of which subsequently acquitted.

Pensioners in civil employ.

1041. Except as provided for in the C. S. Regs., pension is admissible in addition to the salary of any civil appointment, but the pension of a soldier or follower who re-enrolls will be held in abeyance during his re-employment. A pensioner who, on re-enrolment, conceals the fact that he is a pensioner or that he is in receipt of any other pay from Government in addition to his pension, will render himself liable to forfeiture of pension.

Family Pensions and Gratuities.

When admissible.

1062. Provided [as regards (iii) and (iv)] that death was not due to their own imprudence and unconnected with the climate or service, nor due to suicide while sane, the following monthly rates of family pension are admissible to the heirs of the individuals enumerated below who—

(*i*) are killed in action;

(*ii*) die from wounds received in action within six months of being wounded;

(*iii*) die from sickness or accident on foreign service, or after return therefrom before being discharged from hospital (see I. A. F. E 923), or,

(*iv*) die while on sick leave after return from foreign service (see I. A. F. E 923 and Vol. II).

NOTE.—A man killed, or dying from wounds caused, by persons from whom (in the performance of his duty) a risk was incurred equal to that encountered on active service, is considered to have been killed in action.

(*a*) *Heirs of N. Os., including temporary commissioned N. Os. with transport corps.*

Scale A.

	Rs.	a.	p.
Risaldar; ressaidar; subadar; senior hospital assistant, 1st class	36	0	0
Risaldar, ressaidar, and subadar, of local corps	20	12	0
Jemadar; senior hospital assistant, 2nd class	13	13	0
Jemadar of local corps	12	3	0

Scale B.

Risaldar; ressaidar; subadar; senior hospital assistant, 1st class	26	0	0
Risaldar, ressaidar, subadar, of local corps	15	0	0
Jemadar; senior hospital assistant, 2nd class	8	8	0
Jemadar of local corps	7	8	0

Scale A, plus a gratuity of one year's pay (para. 1046) is admissible under the circumstances in (*i*) and (*ii*) above; in cases (*iii*) and (*iv*) pension is granted on scale B.

(*b*) *Heirs of combatants below the rank of N. O. (including local corps and hospital assistants).*

	Rs.	a.	p.
Havildar, salutri with Art., hospital assistant, dafadar (26th to 28th Cav.)	4	8	0
Dafadar (silladar Cav.), lance-dafadar of Viceroy's bodyguard, naik	3	8	0
Drummer, bugler, sepoy, sowar, driver, and lascar of coast defence establishment	2	12	0
Men of the I. S. M. Corps	2	6	0

(*c*) *Heirs of followers (except those belonging to local corps).*

	Rs.	a.	p.
Sirdar of arsenals and depots of the ordnance department	8	8	0

	Rs.	a.	p.
Regimental tindal; 1st class tindal of arsenals and depots of the ordnance department and of fort armaments	3	8	0
Regimental malbund; 2nd class tindal of arsenals and depots of the ordnance department and of fort armaments	2	12	0
Regimental bhistis (but not those attached to British troops in the Secunderabad and Burma divisions and Belgaum), pakhalis, and men of the A. H. and A. B. Corps	2	8	0
Regimental or battery lascar, lascar of arsenals and depots of the ordnance department, and of fort armaments	2	6	0
Syce (*a*) except of regiments and batteries in the Western command, but including the Jubbulpore, Jhansi and Belgaum brigades.	2	0	0
Grass-cutter	1	12	0
Cooks of European regts., Punjab and Bengal	2	0	0

(*a*) The heirs of Art. syces killed in action receive Rs. 2-6-0 p. m.

1062A. Family pensions are admissible under the conditions in para. 1062 to the heirs of n. os., n. c. os. and men of the Burma Co. of the 2nd S. & M., with the restriction that, in the cases described at clauses (iii) and(iv) of that para. the service must have been active foreign service beyond the limits of Indian territory including Burma. The heirs of soldiers of all ranks who joined the Burma Co. as transfers from the Indian Army retain however the full family pension concession ordinarily admissible in the Indian Army. When admissible.

1063. An heir is not entitled to a pension unless related to the deceased in one of the following degrees:— Degree of relationship necessary.

1st.—Son, actual and legitimate.

2nd.—Widow, lawfully married by a valid ceremony.

3rd.—Daughter, actual and legitimate.

4th.—Father.

5th.—Mother.

The classes enumerated in para. 1062 are allowed to nominate any one of the above. The next-of-kin in the above order of succession becomes the heir if no nomination was made, or if the nominated heir is already in receipt of a pension or dies before being brought on the pension establishment. The pension of a widow disallowed for unfaithfulness during her husband's life may be granted to a legitimate son or daughter. When next-of-kin becomes heir.

1064. Family pension merges in the pay of any appointment under Government. On discharge, except for misconduct, the pension becomes admissible. Merges in pay of Govt. apptt.

1065. Extraordinary family pensions (para. 1062, scale B for N. Os. and senior hospital assistants) or gratuities not exceeding twelve months' pay may be granted by the G. of I. to the heirs of individuals specified in para. 1062 whose death occurs— Extraordinary family pensions and gratuities granted by G. of I.

(i) otherwise than in action, but is directly attributable to the performance of military duty;

(ii) on, or on return from, field service from an accident or disease distinctly traceable to such service;

(iii) within twelve months of transfer to the pension establishment from disease contracted on, and distinctly traceable to, foreign service.

1066. Extraordinary family pensions or gratuities may be granted by the Divl. Comdr. (see Vol. III) on the advice of the C. M. A. to the heirs of followers, regimental or departmental, whether paid by the State or no, who are not detailed in para. 1062 and who— Extraordinary family pensions and gratuities granted by the G. O. C.

(i) may be killed on active service or in the performance of duty attended with extraordinary bodily risk (in deserving special cases a gratuity of limited amount may be granted even if the duty was not attended with extraordinary bodily risk) ;

(ii) die on active or foreign service, or on return therefrom, from wounds or injuries received in the execution of duty, or from disease distinctly traced to such service.

NOTE.—The rate of pension granted under this para. to the heir of a cook serving with native troops and paid by the State, is Rs. 2 p.m.

Conditions for grant of extraordinary pension or gratuity.

1067. Each application for the grant of an extraordinary family pension or gratuity will be considered on its merits, with reference to the rank, character, and service of the deceased, the nature of the risk undergone, the man's conduct in accepting it, and the pecuniary circumstances and prospects of the claimant. There must have been no contributory negligence on the part of the deceased, and no application will be entertained on behalf of the heir of—

(*i*) any person below the rank of N. O. or senior hospital assistant unless it can be shown that death was due to distinguished devotion to duty,

(*ii*) a follower whose death resulted from an ordinary accident, or who received a higher rate of pay on the understanding that his family would have no claim to pension, or who had no legitimate child, wife, father, or mother dependent on him.

Periods for which granted.

1068. Family pensions are granted for the following periods :—

To males under 6 years of age—till the age of 18.
" " over 6 and under 50 years of age—for 12 years.
" " " 50 years of age—for life.
" females of any age—for life.

Exception.—An extraordinary family pension granted to the female heir of a follower continues till marriage (when five years' pension may be given as a dowry), or if already married till she attains sixteen years of age or leaves her own family to cohabit with her husband whichever happens first.

Not transferable; ceases on death.

1069. A family pension cannot be transferred. It ceases on the death of the pensioner.

Volume II.—Regulations and Orders for the Army.

Discipline.

Bankruptcy of an officer.

2. The bankruptcy or arrest of an officer by the civil power for debt, or on a criminal charge, will be reported to the C.-in-C. An officer will be under suspension from the date of arrest.

Soldiers running amok.

2A. When an armed soldier (British or native) has broken loose in the manner commonly known as "running amok," and is at large threatening or purposing to kill any one in particular or all or any in general, it is the duty of all officers and soldiers to take steps to effect his capture and to prevent his carrying his threats or purpose into execution.

In doing this an officer or soldier is entitled to take such measures of force as may be necessary in the circumstances of the case, and may take the life of the offender if there be no other reasonable means of preventing his carrying his threats or purpose into execution. If, however, it appears from the offender's action, *e.g.*, from his laying down his arms, that he intends to surrender, he should be arrested in the ordinary way and dealt with in due course of law.

It is not necessary for an officer or soldier, before taking measures of force, to go up to the man who is running amok and demand his surrender if by so doing he would incur imminent risk of losing his own life.

An order to shoot down the offender in such cases given by an officer or N. C. O. is a lawful command and must be obeyed.

Punishments.

Procedure in case of military offences.

13. Military offences committed by soldiers who are serving in a military department, will be dealt with by their O. C.; if they are serving in a civil department by the O. C. the station. Such offences committed by soldiers in detached employ will be dealt with by their regimental O. C. who will not award a punishment which interferes with a soldier's departmental duties without reference to the departmental officer concerned. Punishments for military offences will be recorded in the defaulter sheet.

Procedure on injury to a civilian.

16. When a soldier seriously injures a civilian, the O. C. will immediately report the matter to the O. C. the station and the district magistrate and commence a thorough investigation in order to ascertain the facts while the incidents are fresh. If the civil authorities investigate the case the O. C. will give them every assistance. The medical officer who first attends an injured person will forthwith report to the civil and military authorities concerned, the nature and extent of the injuries, and his opinion as to the probable result. (See also para. 150.)

Conviction of British N. C. O. by civil power.

17. The conviction of a British N. C. O. by the civil power will be reported to the Bde. Comdr. who will, if he considers it desirable, recommend his reduction to the L. G. C.

Conviction of native officers and N. C. Os.

18. The conviction of a native officer by the civil power will be reported to the L. G. C., and that of a native N. C. O. to the Bde. Comdr. who will decide whether dismissal, discharge, or reduction is desirable.

Courts-Martial.

Civil offences and rules for payment of counsel.

24. Rules defining the procedure in the case of offences committed by persons subject to the A. A. or I. A. W. which could equally be tried by a court-martial or a criminal court, and rules for engaging and remunerating counsel for the defence of any soldier tried by a criminal court, are contained in Appx. IX.

Delivery of an offender to the civil power.

5. When a person subject to the A. A. commits an offence under conditions precluding trial by court-martial, or an offence of a grave nature, which could equally be tried by a court-martial or a civil court,

against the person or the property of an individual unconnected with the army, his O. C. shall at once inform the nearest magistrate and, under the orders of the Bde. Comdr., the offender shall, for an offence of the former class, and will ordinarily for an offence of the latter class, be handed over to the civil power for trial.

Dying declaration.

28. In order that a dying declaration may be admissible as evidence at a court-martial under the A. A., it must be made in circumstances which satisfy the requirements of English and not Indian law.

Courts of Arbitration.

Panchayats.

36. Courts of arbitration (*panchayats*) may be held in native corps, with the consent of the parties concerned, for the settlement of private disputes. The O. C. will see that the record contains the substance of the matter, the names of the arbitrators appointed by the disputants, that of the umpire appointed by himself, and the agreement of those concerned to abide by the decision of the majority. The award, which in the case of pecuniary damages is not to exceed six months' pay and allowances, will be signed by the president. The O. C. cannot set aside a legal award because he dissents from it.

Inquests.

Civil authorities ordinarily hold inquests.

37. Immediate information shall be given to the police of the death of any person subject to the A. A. or I. A. W., or of any member of his family, by suicide, violence, accident, or under suspicious circumstances. The O. C. on the spot shall, except as provided for in section 133 (4), A. A., only convene a court of inquest where the death occurs at a place out of British India for which no criminal court has been constituted by the G. G. in Council. The procedure of such courts of inquest shall follow the rules laid down in the A. A. "Rules of Procedure."

Desertion.

Procedure; desertion, absence without leave, fraudulent enlistment.

38. The rules in the K. R. under the heading "Desertion and Offences against Enlistment," will be followed in the case of all persons subject to the A. A. In the case of desertion or absence without leave the O. C. will at once inform the local and the railway police, and will send a copy of A. F. B 124 to the military and police authorities at the principal ports of embarkation, and to the superintendents of government printing at Calcutta, Madras, and Bombay, for insertion in the gazettes.

Desertion of person subject to I. A. W.; or others absconding with public property.

39. If a person subject to the I. A. W. deserts, or is absent without leave, the O. C. will at once inform the local police and the railway police, and will send a descriptive roll of the offender to the civil authorities of the district in which he resides. An immediate report will also be made to the police in the event of any person not subject to the I. A. W. absconding with government property.

Deserter rejoining reported.

40. If a deserter or absentee rejoins or ceases to be liable to apprehension the O. C. will at once inform the police and also, in the case of a British soldier, the editor of the "Police Gazette," as directed in the K. R.

Military prisoners.

Conveyance to prison and safe custody.

50. The rules in the K. R. regarding the provision of covered conveyance for military prisoners, and the responsibility of escorts for the safe custody of prisoners, are applicable to India.

Requisition for escort from Civil.

51. The O. C. a British unit will forthwith comply with an application from the civil authorities for an escort for a British soldier in civil custody.

Courts of inquiry and boards.

Composition of station boards.

57. The convening officer is responsible that a court of inquiry or station board is constituted of officers whose experience and training best fit them to deal with the matter at issue. The duties of regimental boards will be performed by a senior regimental officer of the unit. The members of a mixed civil and military board will take precedence in accordance with the table of precedence. The stationery and forms required by a board will be supplied by the unit that applies for it.

Supply of stationery.

Courts of inquiry when held.

59. When an accusation is made against any officer, British or native, or when charges of a serious nature are preferred against any person subject to military law, the O. C. will, if he thinks it desirable, assemble a court of inquiry which will be guided by the Rules of Procedure. If an application is subsequently made for a G. C. Martial the proceedings of the court of inquiry should accompany the application.

Committees of adjustment.

Procedure on occurrence of casualty.

60. The Regimental Debts Act, 1893, and the regulations under that Act, lay down the course to be followed in the case of death, insanity, desertion, absence without leave, or conviction by a civil court of an offence which by the law of England is felony, of any person subject to the A. A.

Assembly of committee of adjustment.

61. When it becomes necessary to assemble a committee of adjustment on the estate of an officer or warrant officer, the convening authority will apply by telegraph to the G. of I., Army Dept., for the necessary forms. In all other cases the proceedings in duplicate will be recorded on A. F. O 1625, and will, in the case of those borne on the rolls of, but not serving with, a corps, be sent to the officer in India having charge of their duplicate attestations who will be responsible for the disposal of the surplus.

Casualty at a civil station.

62. A committee of adjustment on the estate of a person who did not reside at a military station, will be assembled at the nearest military station.

Casualty at another station.

63. When a person subject to the A. A., dies at a station in India other than that to which he belongs, the O. C. the former station will detail one or more officers to secure the effects of the deceased which are on the spot and to carry out any instructions of the committee of adjustment.

Public property to be returned.

64. A list of any articles of public property found among the effects, will be sent by the committee of adjustment to the convening officer, by whom they will be returned to the proper quarter.

Delay in closing estates.

65. When the accounts of the estate of an officer, or warrant officer, are not closed within three months, the officer convening the committee of adjustment will report the cause of delay to the G. of I., Army Dept. Where the estates of other warrant officers, N. C. O's., and soldiers of the U. L. are concerned, a similar report will be made to Command Hd. Qrs.

Redress of Grievances.

Memorials to the S. of S.

68. Appeals or memorials to the S. of S. must be submitted in duplicate on half margin, through the authorised channel to the G. of I. All memorials must be couched in respectful language, and treat only of matters personal to the memorialists. They may be written or printed. if the latter, each sheet and accompaniment must be signed by the memorialist. Circular, anonymous, or joint petitions are prohibited.

Petitions to civil authorities.

70. All petitions from native ranks to the civil authorities on non-military subjects should be forwarded by the O. C. after countersignature, to the civil officer for disposal.

Petitions to the G. of I. by persons formerly in military employ.

71. The rules for the submission of petitions to the G. of I. by persons who have been, but are no longer, in military employ, are laid down in Home Department notification 147 (Public), dated the 9th January 1905, extracts from which are summarised below.

Channel of submission.

I. Every petition must be forwarded through the official channel to the local Government (C-in-C., L. G. C., or head of department) with a letter requesting its transmission to the G. of I.

Petitions printed or written.

II. A petition may be in writing or in print, but must with all enclosures be properly authenticated by the memorialist's signature, and must conclude with a specific prayer.

A concise statement to accompany.

III. A petition should be forwarded to the G. of I., with a concise statement of material facts, any service or character book of the individual and an expression of opinion on the merits of the case. If not in English, a translation should accompany it.

Appeals against dismissal.

IV. If the appeal be against dismissal by the local Government, it should be shown whether the charge, the petitioner's defence, and the orders thereon were reduced to writing.

When petition may be withheld.

V. A local Government may withhold a petition—

(i) When it is unintelligible, or couched in disloyal, improper, or disrespectful language.

(ii) When a previous similar petition has been disposed of by the G. of I., or the S. of S., and no new facts which would afford grounds for a reconsideration are brought to light.

(iii) When the petition is for pecuniary assistance from a person manifestly having no claim, or is an application for employment from a person not in government service.

(iv) When the petition is an appeal against a judicial decision, except it be an appeal for mercy.

(v) When the appeal is against the order of the local Government (including the head of a department only when the petitioner's salary does not exceed Rs. 30 a month) upholding on appeal the dismissal, reduction, or other punishment, of a government servant whose salary is not more than Rs. 100 per mensem.

(vi) When the petition is an appeal in a case for which the law provides a remedy.

(vii) When the petition relates to a subject on which the local Government is competent to pass orders and no previous application for redress has been submitted thereto.

Return of petitions withheld.

VI. When a petition is withheld the petitioner should be informed of the reason, and a quarterly return on I. A. F. Y1941 of all petitions withheld will be forwarded to the G. of I. (see I. A. F. Z 2000).

Dismissal and indebtedness of public servants.

Dismissal; civilian employés.

72. The power of dismissal or discharge of a permanent civilian employé, including a menial servant is vested in the officer who appoints him.

Difference between discharge and dismissal.

A permanent servant should not be dismissed for simple inefficiency, but may, if necessary, be removed from his appointment or discharged. Discharge in such cases is no bar to further employment. Dismissal is to be reserved for offences involving moral disgrace, such as dishonesty or gross misconduct, and a man who has been justly dismissed should not be re-employed in any department of Government.

Record to be in writing.

When a permanent servant is removed from his appointment, discharged or dismissed, the charge against him, his defence, and the orders thereon must be committed to writing, for reference in case of appeal.

Insolvency; forfeiture of appointment.

73. A civilian employé who resorts to the insolvency court renders himself liable to summary dismissal. If half his salary is constantly attached for debt, or if he owes a sum which he cannot hope to repay within two years, it is ordinarily undesirable that he should remain in

government service. In this case a full schedule of his debts should be called for by his superior officer, who, having regard to the circumstances in which the debts were incurred, will decide whether the debtor should be allowed to retain his appointment.

Legal proceedings.

L. G. C. sanctions legal proceedings.

74. No legal proceedings should be undertaken on behalf of Government without the sanction of the L. G. C., who may on the advice of the government law officers, sanction the institution, or defence, of civil suits (or appeals). The Directors of Contracts and Registration and the Divl. Store Officer, Burma Divn., are, however, empowered to sanction the institution or defence of law suits connected with the S. and T. Corps on the advice of the local Government law officers. The conduct of the case will rest with the government advocate, or pleader, if available, or other selected practitioner.

Statement of the case.

75. To enable the L. G. C. to decide on the advisability of instituting legal proceedings, the executive officer will prepare a memorandum detailing the circumstances which render the suit necessary, and an exact statement of the claim. This should state the subject of the claim, amount, when it accrued, cause of action, steps taken to obtain satisfaction, excuse urged by the defendant, and the reasons why the suit is admissible under the statute of limitation. In important cases copies of important documents (with translations if in the vernacular) should be made, and it should be stated whether they are registered.

Defendant's means to be ascertained.

76. If it is desired to institute a civil suit for the recovery of money due to Government, the executive officer should ascertain from the civil officer of the district in which the defendant lives whether the sum could be paid by him. If the civil officer recommends prosecution, application for sanction should be made to the L. G. C.

Cantonments in native states.

77. In cantonments in native states which are under a local Government, or the G. of I., the local military authorities will apply direct to those Governments, and not to the political authorities.

Copies of judgments.

78. Copies of judgments, with translations of vernacular judgments, are supplied free of charge on application by the head of the department concerned.

Fees payable by Government.

79. When Government sanction the defence, or prosecution, of a suit in which a public servant is implicated, the fee of only one pleader will ordinarily be allowed.

Production of official documents.

80. The Indian Evidence Act, 1872, limits the privilege of refusing to produce official documents, to those the production of which would be contrary to good policy.

Civil authorities.

Exemption from statutory labour.

81. Native soldiers, reservists, and pensioners are exempt from the compulsory statutory labour which is authorised by Madras Act I of 1858; Act VIII of 1873 (Northern India Canal and Drainage Act); Act XIII of 1877 (Burma Embankment Act); and Bombay Act VII of 1879.

Powers of attorney exempt from court fees.

82. A power of attorney to institute or defend a suit, executed by an officer or soldier in military employ, is not chargeable with any court fee. (Section 19, cl. i, Act VII of 1870.)

When soldiers are parties to suits.

83. Rules regarding the procedure in connection with suits by and against military men are contained in Chapter XXXII of the Code of Civil Procedure, 1882, modified by section 2 of Act XIII of 1899.

Execution of criminal and civil processes.

84. An O. C. will afford the civil authorities every assistance in his power in the execution of a criminal process against any person under his command, but in the case of a civil suit he will confine himself to serving the summons on the defendant (unless a commissioned officer) and procuring his signature thereto. The decree of a civil court against the pay of an officer is limited to one half of his monthly

pay (see definitions A. R. I., Vol. I). Recovery will be made by the O. C. and the amount remitted direct to the court that made the decree.

Service of summons.

85. Except in the case of a civil suit against a commissioned officer, the O. C. will serve on the defendant the copy of the summons received from the court and, after procuring the latter's written acknowledgment thereon, will return it to the court. If the defendant authorises any person to act for him (see para. 86), such authority will be attached to the copy of the summons returned to the court. If the summons cannot be served it will be returned to the court with an explanation.

Appointment of an attorney.

86. Whenever an officer or soldier cannot obtain leave to prosecute or defend a suit in person, he may authorise any person to sue or defend it for him as prescribed in section 465 of the Code of Civil Procedure. In the case of a native officer or soldier, an authority in the following form should be sent to the court in which the case is to be heard :—

Whereas I (name), inhabitant of village_____ pergunnah_____in the district of_____ son of_____ of the caste of_____at present (rank) in_____company,_____regiment_____ stationed at_____having occasion to institute (or defend) an action for (nature and object of suit and name of adverse party), do hereby nominate and appoint (name, residence, and caste and relationship, if any) to be my attorney, and I bind myself to abide by whatever he, the said attorney, may do in my behalf, in the prosecution (or defence) of the said suit. The said attorney will either prosecute (or defend) the suit in person, or will appoint one or more of the authorised vakils of the court to prosecute (or defend) the same, under the instructions of the said attorney, as he may think proper. In the event of an appeal being preferred from the judgment passed in the suit the said attorney is hereby empowered to act for me on the appeal in like manner as in the original suit.

Signature_____
Signed in my presence_____O.C.

Preference given to disposal of soldiers' suits.

87. Civil courts have been enjoined to dispose of all suits for the prosecution or defence of which officers, soldiers, or reservists have obtained leave of absence, irrespective of the order in which they stand on the register and as speedily as is consistent with the administration of justice. Any complaint as to the non-observance of this rule is to be submitted to the C-in-C.

When a civil officer may extend leave.

88. When a native officer or soldier obtains leave for the purpose of instituting or defending a civil suit, the O. C. shall give him an official letter addressed to the civil officer of the court in which the suit is to be heard stating the purpose and period of the leave. This letter will be delivered in person. If the case cannot be disposed of within the period of the leave, the civil officer may grant leave for such period as will admit of the receipt of a reply to an application to the O. C. for the necessary extension of leave. The civil officer will at once report to the O. C. the grant of any leave sanctioned by him.

Attendance at cantonment magistrate's court.

89. When a cantonment magistrate requires the attendance in court of any officer or soldier, he will apply to the O. C. the corps, but he will himself take steps to procure the attendance of any other person attached to, or connected with, a corps.

Shooting rules.

Application.

90. The following rules will be observed, and apply to troops under all circumstances.

Passes for arms.

91. No soldiers shall carry firearms for sporting purposes without a pass. Only warrant officers and others with at least one good conduct badge are eligible for passes.

Who may be allowed to shoot.

92. Each pass will be granted to a party of three, of whom one will be in charge. They must be accompanied by a native qualified to act as interpreter whose name will be entered on the pass. The party shall not separate while shooting. Soldiers not below the rank of sergeant belonging to sapper and miner corps, the submarine mining corps, the permanant staff of mounted infantry schools and, during the winter

months only, the permanent staff of sanitaria, may be granted passes to shoot alone, provided the officer issuing the pass is satisfied that their knowledge of the language is sufficient to enable them to make themselves understood by the natives.

Duty of member of shooting party in charge.

93. The member in charge of the party shall carry the pass, and produce it when reasonably required to do so. Immediately on return he shall give it to his orderly sergeant reporting any breach of these rules, affray with natives, or mishap. The orderly sergeant shall at once report any occurrence to the O. C. the corps who will forthwith inform the O. C. the station and district magistrate.

Affrays to be reported.

94. If a member of a party commits an act resulting in an injury to person or property, or is involved in an affray with natives, the party shall return to their quarters without delay, reporting when practicable to the nearest civil authority.

Who may accompany the party.

95. With the exception of game coolies, only those named in the pass shall accompany the party.

Arms to be unloaded.

96. Arms shall not be loaded in the vicinity of quarters, and shall be unloaded as soon as the party leaves off shooting.

Shooting with ball or at night.

97. Shooting with bullets is forbidden except where unattended with danger. Shooting at night is forbidden except in forests.

Women.

98. No member of a shooting party shall address a native woman.

Shooting near villages.

99. No member of a shooting party shall shoot within 500 yards of, or enter, any village, building, or enclosure. The interpreter will obtain supplies required from a village.

Prohibited animals, etc.

100. No shooting shall take place at any animal, or bird, or in any locality, included in the prohibited list on the pass.

Peafowl.

101. Shooting at peafowl is prohibited unless by permission endorsed on the pass. No shooting at hinds, does, monkeys, or dogs is allowed.

Shooting over crops.

102. Members of parties are forbidden to trespass on or to shoot over crops.

Arms and ammunition.

103. No firearms shall be used except those specified on the pass. No rifle or carbine shall be used which carries government ammunition, or is under ·450 bore, or is sighted for over 150 yards. All bullets shall be hollow.

Who may not possess firearms.

104. A private who is ineligible for a pass shall not possess a sporting firearm.

Custody of arms and ammunition.

105. All firearms and ammunition for sporting purposes shall be kept in the store-room under the care of the sergeant in charge who alone may issue arms on the production of a pass. On return of a party from shooting, their firearms and ammunition will be handed over to the sergeant, who will acknowledge their receipt on the pass.

Arms shown on daily state.

106. All sporting firearms shall be shown on the daily state of the corps as "present", "on pass", or "absent".

Issue of passes.

107. Passes will be issued by the O. C. the corps, or detachment, to which the men belong. A pass must be on I. A. F. L 1181 and be completely filled in. A record will be kept of all passes issued.

Extended passes.

108. When an extended shooting pass (in the case of regimental warrant officers and soldiers with two or more good conduct badges, for not more than 14 days and in the case of others, 7 days) is granted to enable men to shoot at a distance from their own station, the following procedure will be observed :—

(*i*) A furlough pass to the military station nearest to the locality concerned will be issued, on which the O. C. the corps will state in red ink that the soldiers are eligible for a shooting pass.

(*ii*) A shooting pass will also be issued, the name of the interpreter, date of the pass, list of prohibited localities, ani-

mals, and birds, and the countersignature of the O. C. being omitted. The production of the endorsed furlough pass and the shooting pass will be the authority to the sergeant in charge to issue arms and ammunition.

(*iii*) The party on arrival at the station concerned will report themselves to the staff officer.

(*iv*) The O. C. the corps to which they are then attached is responsible for the countersignature and completion of the shooting pass. He will also address the civil authorities as required by rule.

(*v*) The members of the party may keep their firearms in their own possession only for so long as the shooting pass is valid. When that period expires they must be at once lodged in the store-room.

Prohibited localities, animals, and birds fixed by civil authorities.

109. The O. C. the station will ascertain the prohibited animals, birds, and localities, from the civil (in the case of a native state, the political) officer concerned. Shooting in a government reserved forest is forbidden without a permit from the forest officer.

The O. C. a corps under orders to march will take similar steps with regard to the districts to be passed through. When on the march through a native state, no shooting is allowed beyond ten miles from the camp.

Civil authorities to be advised of issue of extended passes

110. The O. C. will notify to the civil (or political) authority concerned, the grant of any pass extending over 3 days. This notice will be despatched usually more, but not less, than 3 days before the pass takes effect, and shall state the names and ranks of the party, the localities to be visited, and the dates for which the pass is valid.

Reports of breaches of these rules

111. When any serious breach of these rules takes place the O. C. the station will at once telegraph the occurrence (see para. 150). Detailed reports will follow by post.

Penalty for shooting without a pass.

112. Any soldier shooting without a pass shall be tried by court-martial, and on conviction be deprived of the privilege of shooting during the remainder of his Indian service. A member of a shooting party who commits any breach of these rules resulting in material damage to person or property, shall be tried by court-martial. Other breaches of these rules shall be reported to the Bde. Comdr.

Conduct of trials.

113. The officer of the J. A. G.'s department concerned shall, when necessity for a court-martial arises, frame the charge and prepare the brief for the prosecution: the proceedings shall be submitted through him to the confirming officer. The proceedings of any civil investigation should accompany the application for trial. The C-in-C and the G. of I. will be informed of the result of all courts-martial.

Collective stoppage of shooting passes.

114. If any act of a member of a shooting party results in an affray with natives, or in material injury to person or property, and the offender cannot be identified, all passes may at the discretion of the L. G. C., be prohibited in the corps or district for a period not exceeding two years. Every prohibition shall be published in C. O. and reported to the C-in-C and the G. of I.

Grant of shooting passes.

115. Shooting passes will be granted to soldiers of departments by the O. C. the department in accordance with these rules, except that a soldier may be granted a pass to shoot alone if his O. C. is satisfied that his knowledge of the language is sufficient. A standing pass up to six months may be granted to a subordinate of the M. W. S. not employed in a cantonment.

Copies of rules hung in barracks.

116. A copy of these rules, and of the list of prohibited localities, animals, and birds, shall be hung conspicuously in every barrack room. A copy of paras. 103 to 106 shall be hung in every squadron, battery, and company store-room.

Promulgation of rules.

117. In April and October of each year paras. 90 to 106, and 112 and 114, shall be read on parade to all British troops.

118. No shooting passes shall be given to troops disembarking in India until, after their arrival at their destination, the rules referred to in para. 117 have been read to them on parade. An officer who has not passed the L. S. Urdu will not be permitted to go out shooting unless accompanied by an efficient interpreter. The O. C. any party of troops shall have his attention directed to this order before disembarking. Non-issue of passes to newly-landed troops.

119. The following are the orders of the G. of I. to the civil and political authorities in connection with the above rules:— Instructions to civil and political authorities.

(*i*) The rules will be periodically notified to the inhabitants of localities in which soldiers are in the habit of shooting.

(*ii*) When a complaint is made by a village against members of a shooting party, the district or political officer will at once report the matter to the O. C. the men concerned.

(*iii*) The district or political officer will, on arrival of troops in a civil district or native state, at once inform the O. C. of the prohibited localities, animals, and birds.

(*iv*) The district or political officer will impress on zemindars, headmen, and police, that they must use their endeavours to prevent disputes with, or the molestation of, members of a shooting party, and that complaints are to be reported to the proper authorities by the villagers, who must not take the law into their own hands.

(*v*) When the district or political officer receives notice, under para. 110, of the probable visit of a shooting party, he will at once inform the headmen and village police.

(*vi*) Disputes between members of a shooting party and villagers will, if possible, be investigated by a European magistrate or police officer not below the rank of superintendent, and such cases will be tried by a district or joint magistrate. The O. C. concerned will be informed by the district officer of cases not cognisable by the police, or where prosecution is not undertaken by the civil authorities.

Correspondence, books, forms, stationery and records.

123. Officers cannot address the Governor-General, a Governor, the C.-in-C., or a L. G. C. direct, but on strictly personal matters they may address their military secretaries. Military secretaries of high officials to be addressed.

126. Correspondence connected with the estates of officers and warrant officers will be addressed to the G. of I., Army Dept., Calcutta, through the O. C. the station. That connected with the Army List will be addressed direct to the Military Secretary to the C.-in-C. Certain correspondence addressed direct.

Statements of service for furlough or pension, are obtainable direct from the audit officer concerned.

Applications for wound and injury pensions to British and native commissioned officers and departmental warrant officers should be addressed to the C. M. A. concerned.

127. Local Governments and administrations should be addressed through their secretaries, and agents to the G. G. and residents, 1st class, through their 1st assistants. Addressing civil authorities.

Bde. Comdrs. will themselves address commissioners and other high civil authorities, and officers commanding stations civil district officers. Private communications on official subjects are prohibited.

129. All communications with native chiefs or their vakils must be made through the political agent or local Government. Native chiefs.

Reports and returns.

Reports of affrays, deaths, et.

150. In the following cases a telegraphic report will be made by the officer commanding on the spot as directed in I. A. F. Z2000:—

(*a*) On the occurrence of any serious breach of the shooting rules.

(*b*) On the occurrence of any serious breach of discipline, outrange or affray, in which any officer or soldier, British or native, is concerned.

(*c*) When any British officer is gravely injured. Supplementary reports should be sent if progress is unsatisfactory.

(*d*) On the death of any British commissioned officer, except those mentioned in para. 152, whether in civil or military employ, giving date, place, and cause of death.

Reports in certain cases, to whom made.

152. Deaths * * * among the following classes will be reported as below:—

(*i*) departmental officers and soldiers (U. L. and I. S. M. D.)—as directed in I. A. F. Z2000 * *

* * * * *

Death reports.

153. Reports of death should state the date, cause, and place of occurrence. * * * * *

Reports of loss of arms.

156. All cases of theft or loss of complete arms, or barrels, L. M. or L. E. bolts, explosives, gun ammunition or of more than five rounds of small-arm ammunition, and of their recovery, must be immediately reported as directed in I. A. F. Z2000, and a copy of the proceedings of the court of inquiry is to be forwarded to the D. A. G.

Report of epizootic disease.

157. When any case of infectious or contagious disease appears among animals in a camp or cantonment a report should be at once made to the O. C. the station, who will send full particulars to the I. V. O. by telegram, and to the Bde. Comdr., the departmental administrative officer concerned, and the civil district officer, by post.

Reports of arrival and departure.

159. All officers, warrant officers, N. C. Os. and men arriving at, or departing from, a military station, whether on leave or duty, will report themselves to the staff officer without delay for orders. Warrant officers, N. C. Os. and men will report themselves in person, and officers either personally or in writing. They will give the duty on which they have come and the period of their stay.

Officers will similarly report themselves at Army, Command, divisional or brigade head-quarters if in the station. Departmental officers and subordinates will also report themselves personally to the senior officer of their department.

The arrival and departure of officers belonging to a corps at the station will be reported by the O. C., and in cases of first arrivals he will give the dates of their first commissions. For arrival reports by officers in command of troops, see A. R. I., Vol. X.

Reports on arriving in, or leaving, India.

160. All ranks arriving in or leaving India, except on privilege leave, will report themselves personally (in writing if sick) to the senior staff officer at the port for orders. They will also enter their names in the "arrival" and "departure" books.

Requisitions and Indents.

Payment indents.

182. Payment requisitions may be :—

Class I, from troops, government servants, port trusts, or guaranteed railways.

Class II, from private persons (medical stores excluded) and municipalities.

Class III, from native states.

Payment requisitions for unauthorised supplies must be sanctioned by the administrative officer of the supplying department concerned. Requisitions from the police, telegraph, public works, and marine departments must be countersigned by the administrative local heads of those departments. Medical stores requisitions from medical institutions independent of Government must be approved by the local I. G. of Civil Hospitals.

Class II and III requisitions, if for arms or ammunition, require the previous sanction of the G. of I. The cost of payment issues will be recovered as directed in A. R. I., Vol. III. The State is not liable for any damage or deterioration of payment issues while in transit.

Mode of submission.

183. Payment requisitions may be submitted at any time, and must be so endorsed. They should be in triplicate and must not include articles to be supplied free. Payment requisitions for articles which may be supplied on payment, may be complied with, if the stock admits, without further reference.

Packing and marking.

185. All stores under issue or return must be suitably packed (packages containing arms, components, or ammunition cases, being sealed in four places, seals countersunk and protected) and each package must be indelibly marked in paint, or otherwise, with the gross weight, contents, serial number of the case, number and date of the delivery voucher, office of issue and address of the consignee. Every package should contain a packing note (I. A. F. Z 2096 or Z2097) giving a full list of contents and the name of the packer. When several consignments of similar stores are despatched at short intervals, each consignment should bear a distinctive mark. Mineral acids, ether, ammonia or spirits must be packed separately in stoneware or glass-stoppered bottles, buried in chaff, sand, or sawdust. They should be placed upright in a case having a pent top, and must be despatched in accordance with the conditions laid down by the railway company.

Payment issues sent "bearing."

190. Issues made on payment which are not entitled to be sent at government expense must always be sent "bearing," except in the case of medical stores which will be despatched by prepaid credit note and the cost recovered. If the consignor has to make any cash payment in advance, the amount must be recovered from the consignee in the usual way by a valuation statement. Payment issues to private persons will not be despatched till paid for.

Exemption from octroi.

206. Stores accompanied by a prescribed voucher with a certificate endorsed thereon by the proper officer to the effect that they are the property of Government at the time they are brought into municipal limits, are exempt from octroi.

Leave and furlough.

General instructions.

All leave subject to the exigencies of the service.

207. No leave or furlough is to be granted unless the exigencies of the service admit of it, and no officer will recommend the grant of leave until he has satisfied himself that the applicant's services can be spared. The responsibility for the grant of leave in each case rests with the sanctioning authority, see Appx. II * * * * *

Date leave begins and ends.

208. All leave (except under 1868 or 1875 rules), whether in or out of India, commences on the date an individual is struck off duty—which is the day following the date of relief—and terminates with the day on which he actually rejoins for duty on return from leave; the only exception being in the case of leave out of India on medical certificate under the leave rules of 1886 for the Indian Army, when the precise amount recommended by a medical board to be necessary reckons from date of embarkation, the period of leave prior to embarkation being treated as leave in India. The report of an individual's return to duty cancels any unexpired portion of leave.

Change of country.

209. Except under the rules of 1868 and 1875, leave or furlough may be spent anywhere, but an officer desiring to change the country to which his leave was originally granted must obtain permission to do so, if in India or the colonies, from the sanctioning authority; and if in England, from the S. of S. for India (or War).

Sanction to leave may not be anticipated.

211. An officer or warrant officer cannot be permitted to leave his station in anticipation of the grant of leave by superior authority, except in very urgent cases, or when recommended for leave by a medical board. In such a case no period of leave will be named, but the local order will be worded as follows:—"No.—. The undermentioned officer is permitted to proceed to ——— on $\frac{\text{the recommendation of a medical board}}{\text{very urgent private affairs}}$ in anticipation of the $\frac{\text{leave}}{\text{furlough}}$ which will be hereafter granted to him

by the——," and the application endorsed accordingly should be at once forwarded to the sanctioning authority.

Officers in civil employ.

223. Officers in civil employ; departmental officers with honorary rank, warrant and N. C. Os. serving in civil departments; civilian employés; and clerks under Indian service rules; are granted privilege leave, and may combine such leave with other leave, under the C. S. Regs.

I. S. M. D. pupils.

No medical pupil is entitled to privilege leave till he has passed his examinations.

Sick leave out of India.

227. Leave out of India on m. c. may not, in the first instance, be granted for more than six months to officers of the R. A. M. C. and A. V. D., * * *, and twelve months in all other cases.

An officer to make over his duties at once.

229. An officer must make over the duties of his appointment the day he is recommended for leave by a medical board, if he has not already done so; but, except as provided for in para. 211, no officer will be permitted to leave his station till the proceedings of the medical board have been confirmed. This should be done without delay.

Officer falling sick at an out-station.

230. If an officer falls sick at an out-station the O. C. the station may convene a special medical board to enable the officer to proceed on leave, or he may, on the certificate of a medical officer, grant provisional leave to another station to appear before a medical board.

Employment while on leave.

231. No officer in receipt of leave allowances may accept any other employment in India without the permission of the G. of I., which will only be granted on condition of the forfeiture of all leave allowances.

Military officers in civil employ.

232. A military officer in permanent civil employment, who is temporarily lent to the military department, must obtain leave from the civil department, to which he will revert for the purpose.

An officer unfit to manage his own affairs.

234. When an officer from insanity or extreme illness is not fit to manage his own affairs, and is sent to England on leave on m. c., it will be the duty of his immediate superior to see that the necessary documents (see I. A. F. Z 2053) are made over to the sick officer's attendant, and that the date of his departure is telegraphed to the staff officer who is charged with making arrangements for his passage.

Extensions of leave.

234A. Extensions of leave must, whenever possible, be applied for in sufficient time to admit of the individual rejoining at the expiration of his original leave, should the extension be refused. Extensions of leave in India or the colonies require in all cases the approval of the authority in India who sanctioned the original leave. Extensions of leave on p. a. in the U. K. will, in the case of British service (except R. E.) officers, be approved by the authority in India who sanctioned the original leave; or in the case of Indian service and R. E. officers and all U. L. warrant and N. C. Os. require the previous consent of the authorities concerned in India which must be obtained by the individual, and are sanctioned by the S. of S. for India. Extensions of leave on m. c. in the U. K. will in the case of British service (except R. E.) officers be sanctioned by the W. O., and in the case of Indian service and R. E. officers and U. L. warrant and N. C. Os. by the S. of S. for India.

Extensions of leave granted by the S. of S. for India are communicated weekly by post, or by telegram in cases where intimation of an extension of leave on m. c. cannot reach India by post before the expiration of the original leave.

Instructions on I. A. F. to be adhered to.

235. The instructions given on I. A. F. Z2053 regarding the documents to be taken when proceeding out of India, arrival reports at the port of embarkation, permission to return to duty, and the requisite procedure when an extension of leave is necessary, are to be carefully observed.

Documents necessary when leaving India.

236. Every officer proceeding out of India on furlough or leave (other than privilege leave) must, in the first instance, obtain a last pay certificate (I. A. F. A438) completed to the date preceding that on which he will be struck off duty, from the officer by whom he is paid;

those granted by regimental paymasters require the countersignature of the pay examiner concerned. This certificate only regulates any further payments to be made in India for the period intervening between the date of being struck off duty and that of embarkation, and before the officer leaves India it must be submitted to and exchanged by the presidency paymaster at the port of embarkation or pay examiner concerned, for a final last pay certificate (I. A. F. A439), or a colonial pay warrant (I. A. F. A440) if proceeding to a colony, which will be alone recognised as authority for payments out of India.

If he be in charge of cash or stores he must also obtain from the audit officer concerned a "no-demand" certificate (I. A. F. A450) which he must produce on making over charge for the satisfaction of the officer who relieves him. Before starting he will obtain three copies of the order (I. A. F. Z2053) granting him leave.

Visiting trans-frontier and foreign territory.

237. Officers are prohibited from visiting Arabia, Afghanistan, Bhutan, China, French Indo-China, Nepal, Persia, Thibet, Trans-Caspia, Russian Turkistan, and trans-frontier tribal territory in Assam and Burma without the permission of the G. of I. Before visiting Nepal or Khelat, or if officers travel off the main routes in native states in India, they must inform the resident or political officer.

Application to cross the N.-W. F.

238. An officer who desires to cross the N.-W. F. or visit tracts under the political control of the G. of I. will obtain from the Bde. Comdr. his written permission to apply to the deputy commissioner of the frontier district from which he intends to start, for the necessary permit. In making the application he will specify his intended route, the object of, and the time to be spent on, the journey, and the precautions proposed. Permits will be given to fit persons in accordance with the rules published in Foreign Department notification 1682 F., dated 1st November 1889.

Officers and servants to avoid giving offence.

239. Officers travelling in foreign territory must observe the customs of the country, and should avoid giving offence by ill-treating the inhabitants, or by trespassing in sacred buildings.

Visiting Kashmir.

240. Officers visiting Kashmir must not travel *vid* Jammu and Banihal, Kishtwar, Bhadarwar, or Chamba without the permission of the Resident, who may call upon any officer who fails to comply with any of the rules laid down for his guidance, to leave Kashmir territory forthwith. Officers attending the annual banquet given by H. H. the Maharaja in honour of the King's birthday, must wear mess dress.

Indian Army.

General.

241. Officers of the Indian Army obtain leave and furlough under the rules of 1886 or 1875 which are given in A. R. I., Vol. I. Ordinarily only two officers per regiment are to be absent on leave and furlough out of India at the same time; but two absentees on combined leave or on leave or furlough on m. c. will only count as one, while officers permitted to proceed to Japan or China to study those languages will not count towards this limit. The L. G. C. may also, at his discretion, allow leave or furlough on m. c. not to count at all in the number of absentees from a regiment.

R. E. officers.

254. An officer of the R. E. (except a continuous service officer) will, during his first five years of Indian service, be under the leave rules for the British service. After that period he may be granted leave under British service rules or, if in military employment, under the 1886 rules for the Indian army, if in civil employment, under the civil leave rules, whichever he may prefer. An officer who under existing regulations is under the furlough rules of 1868 may, if he desire, remain under those rules.

Continuous service officers come under the 1886 rules for the Indian

army if in military employ, and under the civil leave rules if in civil employ.

Departmental officers and warrant officers.

257. Departmental officers with honorary rank, and departmental warrant officers, are granted furlough and leave under the rules in A.R.I., Vol. I., by the authorities named in Appx. II.

Native Army.

Furlough certificate.

267. A certificate (I. A. F. L 1182) is to be given to every combatant, and non-combatant proceeding on leave or furlough. It contains instructions regarding the procedure to be adopted if the holder falls sick, the penalties he incurs by overstaying his leave, and a description of the arms he is permitted to carry.

Command, Rank, and Precedence.

Officers in civil employ cannot exercise command.

275. Officers while in civil employment are not entitled by virtue of their military rank to assume any military command in the army.

An officer of the army serving with frontier militia, military police, or other corps which, though not forming part of the regular forces, has a military organisation, is entitled to military command when such bodies are employed in field operations with regular troops.

When so employed these corps will come under the orders of the senior officer in the field.

Appointments.

When an officer is seconded.

291. An officer will be seconded in his corps:—

* * * *

(*iii*) From the date of employment, permanently or temporarily in any civil or political capacity, * *

* if it be known that the employment will last one year or more. If the period of absence be uncertain the officer will be seconded after six months if, in the opinion of the C-in-C., his employment is likely to last six months longer.

Removal from the cadre of a corps.

292. An officer will be removed from the cadre of a native corps:—

* * * * *

(*iv*) on the expiration of the period during which he may revert to regimental duty. (See para. 324.)

Removal from the effective list of the Indian army.

293. An officer of the Indian army in civil employment will be placed on the supernumerary list on the expiration of ten years from the date of his original transfer. He is then ineligible for any military appointment.

Extra-regimental employment.

300. An officer of the Indian Army will not be allowed to accept any extra-regimental employment during the first three years of his service therewith, unless, being qualified * * he elects for permanent civil employ * * But no officer may be withdrawn from his corps for extra-regimental employ unless eight effective officers will then be left for duty, or he is to be seconded at once under para. 291.

Appointment to Departments.

Reversion to regimental duty.

324. Officers may revert at their own request, or be reverted, to regimental duty at any time during the following periods which are reckoned from the date of substantive appointment to the department concerned:—

Department.	Period.	Department.	Period.
Political dept. and Burma Commission.	3 years or until permanently appointed, whichever happens first.	Any other civil dept.	2 years or until permanently appointed, whichever happens first.

An officer will not be permitted to retain his appointment if he fails to pass, within the prescribed period, any qualifying examination subsequently required of him.

Inspections and Confidential Reports.

Inspections.

335. Forts and defences are classed as follows:— Classification of forts and defences.

Class I.

Attock position.	Bombay defences.	Quetta-Kach position.
Rawal Pindi position.	Karachi defences.	Sukkur defences (excluding Sukkur bridge).
Hooghly defences.	Madras beach defences.	
Aden defences.	Rangoon river defences.	

Class II.

Amritsar (Govindgarh).	Calcutta (Ft. William).	Seetabuldee (Nagpore).
Ferozepore.	Fatehgarh.	Bangalore (Agram entrenchment).
Kohat.	Jhansi.	Belgaum.
Lahore.	Lucknow defences.	Madras (Fort St. George).
Mooltan defensible post.	Ahmedabad.	Rangoon (Pagoda defences).
Peshawar.	Ahmednagar	Secunderabad (Trimulgherry entrenchment).
Agra.	Mhow.	
Allahabad.	Neemuch.	
Delhi.		

Class III.

(Including defences of railway bridges and tunnels.)

Adamwaha bridge.	Khairabad tunnel No. 7.	Delhi bridge.
Akalgarh (D. I. Khan).	Khyber posts.	Dibrugarh.
Ali Masjid.	Kurrung bridge.	Gogra bridge (Bahramghat).
Attock bridge.	Landi Kotal serai.	Kalpi bridge.
Bannu (Fort Edwardes).	Lekhora bridge.	Baran Viaduct.
Bara.	Ling bridge and tunnel.	Chaman.
Beas bridge.	Lockhart.	Gumbaz.
Bhagiara bridge.	Malakand.	Hyderabad (Sind).
Bhai Khan bridge.	Parachinar.	Khojak tunnel.
Bishendorh bridge.	Phillour.	Kotri bridge.
Cavagnari.	Ramuwalla (Sher Shah) bridge.	Loralai.
Chablat bridge.	Ravee bridge (Lahore).	Marratangi.
Chakdara.	Sadda.	Mir Ali Khel.
Chak Nizam bridge.	Sangar.	Murgha.
Chenab bridge (Wazirabad).	Shinawari.	Mushkaf-Bolan railway defences
Chilas.	Sihala (Sohan) bridge.	Said Hamid bridge.
Chitral.	Sutlej bridge (Phillour).	Sind-Peshin railway bridges, stations and tunnels.
Connaught bridge (Chakdara).	Thal.	Sukkur bridge.
Crag picquet.	Wana.	Bellary.
Dargai.	Agra bridge.	Cannanore.
Dhar.	Allahabad bridge.	Hyderabad Residency.
Drosh.	Bareilly.	Bhamo (Fort C.)
Ferozepore bridge.	Baxa (Bhutan).	Mandalay (Fort Dufferin).
Haro bridge.	Benares bridge.	Thayetmyo.
Jamrud.	Cawnpore bridges (forts and posts).	
Jhelum bridge.	Cawnpore (H. & S. Factory defences).	
Kabul river bridge (Nowshera).		

336. The above-named forts and defences will be inspected as follows:— Inspection of forts and defences.

Class I and II forts.—The Divl. and Bde. Comdrs. arrange for a detailed annual inspection of the armament and works by an R. A. and R. E. officer, respectively, and, after a consideration of their reports and an inspection made in company with the senior R. A. and R. E. officers, available, will forward a brief joint report on the state of the defences with a statement of the approximate cost of any proposed,

alterations, to the L. G. C., for submission, with his remarks to the D. G. M. W., who will bring to the notice of the C-in-C. any points he may consider should be reported to the G. of I.

Any suggestions made either in the R. A. or R. E. officer's report and approved of by the G. O. C. which involve the construction of works costing over ₹500, or which open out some entirely new question, should be brought forward separately by the G. O. C., and should not be included in this report.

Class III forts.—The Divl. and Bde. Comdrs. will arrange for the detailed annual inspection by an R. E. officer, and will submit his report to the L. G. C. not later than the 1st April with a statement of cost of any proposed alterations.

The certificate of the inspecting R. E. officer in respect of the authorised clearance zones of each work, required by Appx. XX, rule V. (*d*) must accompany the above reports.

Visiting forts and defences.

337. The G. O. C. is responsible for the condition of the defence works in the division. Rules to regulate admission to defence works and ordnance establishments are laid down in Appx. XIV.

Authorised clearance zones.

338. The rules for the demarcation and control of clearance zone for defensive works—other than those of Fort William, Fort St. George, and Aden for which special rules exist—are set forth in Appx. XX. Divl. and Bde. Comdrs. will be held responsible that these rules are strictly observed.

Sanction of G. of I. needed to alterations.

339. No change in existing armaments or defensive works named in para. 335, the maintenance of which is debitable to military works funds (other than those works not exceeding Rs. 2,500 in cost, which may be sanctioned by the D. G. M. W.), is to be made without the previous sanction of the G. of I.

Confidential Reports.

R. E. officers.

342. R. E. officers * * * * in civil employ, will be reported upon, on A. F. B 194, as noted below:—

How employed.	To be reported upon in order given, by		Disposal of reports, etc.
	As O. C.	As Inspg. officer.	
P. W. D.			
Secy. to Govt. of India, Madras or Bombay.	No remarks required . .		In triplicate in Madras and Bombay and sent by Secy. to Govt. or local head of department to D. A. G. of Command, who will transmit the original and duplicate copies to A. G., India, and retain the triplicate copy.
Chief engineers . .	Secy. to G. of I., Madras or Bombay.	.....	
Superintending engineers .	Chief engineer.	Secy. to G. of I., Madras or Bombay.	
Other officers . . .	Supg. engineer.	Chief engineer.	
Other Depts.			
As for P. W. D., superintending officers taking the place of superintending engineers, and directing officers or heads of departments that of chief engineers.	...	.....	In duplicate in all other cases, both copies being transmitted to the A. G., India, by the Secy. to the G. of I. or head of department concerned.

Note 1.—An officer cannot report on his senior in army rank, and must refer such reports for completion by higher departmental authority.

Note 2.—In reporting on a lieutenant it should be noted whether he has passed the P. W. D. test for promotion to asst. engineer, 2nd grade, or that laid down in R. E. corps memo. No. 599.

Medals and Orders.

345. The following persons are eligible for war medals, subject to the provision that no person who proceeds to the seat of operations without leave from competent military authority will be entitled to a medal unless employed by the G. O. C. the force, or under orders of an officer specially authorised to make such appointment:— War medals, who are eligible.

1. Silver medals with clasps.

(*a*) Officers and soldiers; Imperial service troops; efficient volunteers and, under the orders of the G. of I., military police, militia, and levies.

(*b*) Civilians employed in the field under the orders of the military authorities on intelligence duties, railway, telegraph, or other services, if recommended by the G. O. C. the force.

2. Silver medals without clasps.

(*a*) Civilian officials employed in territory within the theatre of war, whose action materially assists in the success of operations.

(*b*) Civilian officials appointed to assist the G. O. C. the force, or other subordinate commanders, at the front in matters connected with the conduct of the war, or in the administration of territory.

(*c*) Duly accredited war correspondents accompanying forces in the field, subject to the following conditions:—

(*i*) They must have been granted by a duly appointed censor, and remained in possession of permits to act as permanent, not occasional, correspondents for accredited newspapers.

(*ii*) Their communications to their newspapers must have been ordinarily forwarded by telegraph and not solely by letter.

(*d*) Nurses of military nursing services. Ladies whose services have been utilised by competent military medical authority for actual nursing duties which could not have been performed by persons belonging or attached to the army may be considered for the grant of a medal.

(*e*) The duly appointed medical staff of a hospital ship used as such at the base of operations. The male members will receive any local clasp that may be issued.

3. Silver medals with clasps for operations, not for actions.

(*a*) Followers attested under the I. A. W., except sweepers of the A. H. Corps.

(*b*) Regimental bhistis and pakhalis enrolled under the I. A. W.

4. Bronze medals with clasps for operations, not for actions.

(*a*) Ward sweepers, A. H. Corps.

(*b*) Authorised unattested public and private followers.

Duty on transport vessels does not in itself qualify for the grant of a war medal (without clasps). Service on land performed by any of the personnel of a transport, including civil surgeons and nurses, will only be recognised if the individual was ordered on duty by competent military authority.

353. The application of a civilian for a war medal must be forwarded direct to the G. of I., with a certificate from the G. O. C. the force with which the applicant served specifying the public duties with which he was charged, and testifying to their satisfactory performance. Application of civilians.

357. Silver medals for long service and good conduct may be awarded to soldiers of the U. L., the I. S. M. D. * * * * who fulfil the conditions prescribed in the K. R., and in the case of G. C. medals.

soldiers of the U. L. have not been removed therefrom at any time for misconduct.

Forfeiture of war medals.

359. A war medal is to be withdrawn, or withheld, from any person subject to the I. A. W. who is sentenced to transportation, or to forfeit his medals; or who is convicted by court-martial, or a criminal court, of desertion, embezzlement, or disgraceful conduct.

Replacement of lost medals.

360. Applications from British officers for the replacement of lost medals issued by the G. of I. should be countersigned by the O. C. or head of the department and submitted to the C. M. A. concerned. In the case of native officers, soldiers and followers, evidence regarding the loss will be recorded by the squadron, battery, company or double company commander, as the case may be, and when a medal is to be replaced at the expense of the loser, the proceedings will be countersigned by the O. C. the unit, who will record his decision thereon, which will be final; in cases where the medal is to be replaced at the expense of the State, the approving officer will be the Divl. or Bde. Comdr., whose decision also will be final. The rank, number and spelling of the name should be the same as in the original medal roll. When a person who has ceased to serve in the native army loses a medal obtained while in military employ, the circumstances of the loss will be investigated by the officer under whom he is employed if he is still in the service of the State, otherwise by the nearest civil officer. The investigating officer will forward the result of his investigation, with his opinion as to the degree of blame attaching to the claimant, to the O. C. the unit to which the person belonged when the medal was granted who will verify the claim and dispose of it as directed above.

The circumstances attending the loss of a medal by a person who has not served in the army will be similarly investigated, and the application sent to the G. of I., Army Dept., with an accurate description of the medal (and clasps).

Native Unattached List.

Appointment.

388. Native N. C. Os. and men are eligible for employment in civil departments and on military grass farms. For civil employment the probationary period will be twelve months, during which the soldier will be borne as a supernumerary in his corps. If he does not take his discharge on permanent appointment, the head of the department will apply for his transfer to the U. L. For employment on grass farms the probationary period will be six months, during which the soldier will remain on the effective establishment of his corps and will receive a monthly allowance of Rs. 5 from the farm. On permanent appointment he will be transferred to the U. L. Applications for employment will be made on I. A. F. U1741, and for transfer to the U. L. on I. A. F. U1742.

Soldiers on the U. L. are borne as supernumeraries on the establishment of their corps, but are ineligible for regimental promotion and will not receive clothing allowance. They may, on application to the L. G. C., be re-transferred to their corps at their own request, or for misconduct or inefficiency.

Ecclesiastical.

Chaplains of the Indian establishment.

390. As the chaplains of the Indian establishment are not subject to direct military authority, the wishes of the O. C. should be conveyed to them personally or by letter, and not as an order.

Chaplain to visit prison.

391. The chaplain of a station will regularly visit the military or provost prison, and hold one or more weekly services for the religious instruction of the prisoners, and will send to the O. C. the station an annual report thereon. Prisoners of any denomination may be ministered to by chaplains of their own faith.

Parade services.

392. The hours for parade services will be fixed by the O. C. the station in communication with the several chaplains or ministers.

British troops will be marched to church with arms. Any soldier who may desire to receive the Holy Communion at any service, will be allowed to do so.

Military funerals.

400. When the funeral of a high civil functionary takes place, the troops in the station will line the road to the cemetery, and officers on duty will attend. Minute guns will be fired as laid down in the K. R. Funerals of civil functionaries.

402. At stations where an R. C. priest draws an allowance from Government he is bound to read the burial service over every deceased R. C. soldier, unless excused from doing so by the canons of the R. C. Church. Where there is no R. C. priest paid by the State, the Protestant chaplain will, if requested, bury the deceased with the rites of the Church of England, unless he died unbaptized (even by lay baptism), excommunicated by the major excommunication, or is declared to be *felo de se*; but no Protestant chaplain can be called upon to bury an R. C. to whom his own Church has refused burial. Burial of Roman Catholics.

405. When the funeral of a native chief passes through a station the number of guns he was entitled to when living will be fired as minute guns, the Union Jack being half-masted during the salute. Funerals of native chiefs.

Cantonments.

Stations.

407. Land will not be taken up for any military purpose without the sanction of the G. of I. The following is the procedure for the acquisition of land for any military purpose :— Acquisition and disposal of land.

After ascertaining the cost involved from the chief revenue officer of the district, who should carry out the negotiations privately in order to avoid an enhancement of price, the G. O. C. will submit the proposal to the local Government with the schedule (on the form in use in the province concerned) of the land, and with a plan showing in distinctive colours the area required. After obtaining the opinion of the local Government, the G. O. C. will submit the proposal to the Q. M. G., India, for transmission, if approved, to the G. of I. If the proposal is sanctioned, the land will be acquired by the local Government and handed over to the military authorities, the cost being paid by the civil authorities and debited to the military through the exchange accounts. A copy of the plan and schedules will be recorded in the Command, district and station office, respectively, and a copy will be sent to the chief revenue officer of the district. The sale of government land will also be effected by the local Government. Where the cost of the land is debitable to the M. W. estimates a sanctioned estimate for any work may be regarded as authority for the acquisition of land included in the estimate.

408. When a new cantonment is established and on each occasion of the modification of the limits of an existing cantonment, a complete description of the boundaries will be published in the local gazette or *Gazette of India*, as the case may be. The sanction of the G. of I. will be obtained by the L. G. C. after reference to the local Government, to any modifications to the boundaries of cantonments, and the sanction of the L. G. C. is required to the alteration of the areas allotted for lines, bazars, etc., in a cantonment. Cantonment boundaries.

409. The description of the boundaries will be prepared, under the orders of the L. G. C., by a committee consisting of the O. C. the station, the collector or assistant collector of the district, an officer of the district staff, and the garrison or executive engineer, and will be submitted, together with a plan prepared by the engineer to the local Government for transmission to the G. of I. for approval. The original plan and description will be deposited in the Command office, and copies will be sent for record to the G. of I., the civil officer of the district, the G. O. C. and the O. C. the station. By whom described.

410. The plan of a cantonment will be prepared in the first instance, and revised when necessary, by, and at the cost of, the Survey department. Applications for surveys will be submitted through the proper channel to the Q. M. G., India. The responsibility for keeping plans corrected rests with the G. O. C. Cantonment plans.

Housing and Quarters.

Officers to reside in cantonments.

448. All officers on military duty in a cantonment must ordinarily reside within the limits of that cantonment. An officer will not be allowed to live in adjacent civil lines without the sanction of G. O. C. who will first obtain the concurrence of the local civil authority.

Miscellaneous.

Medical examination of menial servants.

455. All menial servants and the hot weather establishment employed in the lines of British corps, sanitaria, and hospitals, will be medically examined before entertainment and periodically thereafter, those suffering from organic disease being rejected or discharged. Such men will be given a pass (I. A. F. Z 2032) on entertainment, which should be frequently compared with the holder to ensure that unexamined men have not been substituted.

Civil employment of pensioners.

457. The arrangements for aiding native pensioners and reservists to obtain civil employment devolve in the Eastern, Northern and Western Commands on the R. S. O. of the class concerned (see para. 628) and in the case of classes recruited in the Secunderabad Division on the Superintendent of Pensions, Madras, the latter issuing such instructions as may be necessary to pension disbursing officers. Every soldier on discharge to pension, or reservist, of good character, will receive from his O. C. a recommendation on I. A. F. Y 1962, a copy of which will be sent to the R. S. O. concerned or Superintendent of Pensions who will record it and submit a report on the employment of pensioners as directed in I. A. F. Z2000. Employers should address the officers referred to above, stating their requirements and the pay and travelling expenses they are prepared to offer.

Secret, confidential, and other official documents.

458. The instructions in the K. R. under the heading "Secret, confidential, and other documents" are, except as provided for in para. 459, applicable to India. Publishing official documents or using them for personal controversy, or for any private purpose, without due authority, will be treated as a breach of official trust. (See Indian Official Secrets Act, 1889, I. A. F. Z2033.)

Secret documents.

459. Secret documents will be issued direct to the officer concerned, who is personally responsible for their safe custody and transfer (see I. A. F. Z2034) to his successor whenever he hands over his duties. An officer holding secret documents will furnish, annually, a certificate on I. A. F. Z2035.

Officers cannot decline employment.

467. An officer of the Indian Army is not at liberty to decline any employment for which he may be selected, nor can he throw himself out of employment by resignation of his appointment.

Application to resign or retire from the service.

468. All applications from officers of the Indian service to resign or retire from the service, must be forwarded through the prescribed channel (I. A. F. Z2000) for the orders of the G. of I. The applicant must give a prospective date, from which he will be relieved of his duties, and must attach a no-demand certificate, and state where he wishes to draw his pension.

* * * * *

A military officer who resigns the service vacates any civil appointment that he may hold. An officer who applies to resign or retire from the service cannot withdraw his application.

Application to reside in or out of India, unemployed.

469. An officer who is eligible under the rules in A. R. I., Vol. I, to reside in or out of India on the leave allowances admissible pending succession to colonel's allowances, must apply to the L. G. C. for permission to do so. He may, with the sanction of the S. of S. or L. G. of the Command to which he originally belonged, according as he is residing in England or India, change his place of residence at any time.

Govt. servants or stores.

479. The employment of any government servant, animals, or stores for a private purpose, is fordidden. No government servant, whether permanent or temporary, may seek other government employment without the approval of his immediate superior.

481. All ranks are forbidden to engage in trade, or to lend or borrow money from one another or from any one in their service, nor may they engage in any transaction that will make one party indebted to the other. They are further forbidden to have any pecuniary transactions whatever with native chiefs or officials, whether for private or public objects. This does not apply to legitimate fees of medical officers. Borrowing and lending forbidden.

482. All ranks are forbidden to sell or buy property from any native, other than a regular dealer, without the permission of the chief local civil authority, and all *bonâ fide* purchases or sales must take place openly. Arms and ammunition can only be disposed of to persons entitled to possess them. The provisions of the Arms Act must be complied with. Officers, soldiers, and civilian employés are prohibited from holding land in a native state for any purposes other than residential. All civilian employés must declare (I. A. F. Z2056), before joining the service, and thereafter whenever they acquire additional land, the landed property of which they, or their families, are possessed, for communication to the local Government. Dealing with natives. Possession of land.

483. No dealings of any kind may take place between any departmental officer or subordinate, and a contractor, agent or other departmental servant; nor may any private accounts be kept between them. Dealings with contractors.

485. The religious customs and prejudices of natives are to be respected. Officers will take special care that no act of theirs, or their subordinates, violates the sanctity of any place held sacred by natives. Religious customs of natives to be respected.

486. Officers, warrant officers, and men are always to be in possession of their uniform, and will wear it when on duty, but may wear plain clothes on such occasions as may be sanctioned by superior authority. Swords will not be worn in a hospital. Officers and soldiers attending a civil court on duty will wear uniform with swords and side-arms. Arms will not be worn by an accused person. Wearing of uniform and plain clothes.

No officer or soldier is required to wear uniform when calling at the India Office, London.

489. The conditions regulating the grant of patents and the trial of inventions are contained in Appx. I.

Guards of Honour.

509. The instructions in the K. R. are, with the following additions, applicable to India:— Modifications of rules in the K. R.

(*i*) A guard of honour of 100 rank and file with a captain in command and two subaltern officers (one carrying the standard of cavalry, or the King's colour of infantry, with a proportion of sergeants and the regimental band) will attend on the Viceroy and at state ceremonials.

(*ii*) A guard of honour as laid down in the K. R. for a Lieutenant-Governor will attend on—

(*b*) Chief Commissioners and residents, 1st class, when present officially at a state ceremony of the Supreme Government.

(*c*) The functionaries mentioned in (*b*) when the troops composing the guard are under their orders.

(*iii*) A guard of honour of 50 rank and file with two officers, band, and regimental colour, will attend:—

(*b*) When a chief commissioner, or resident, 1st class, first takes up or relinquishes his appointment, when he holds a darbar, when he is present officially at a public civil ceremony at a military station within the limits of his jurisdiction.

(*c*) In the absence of special instructions the O. C. the troops will decide whether the guard of honour should consist of British or native troops. In the latter case the captain will be replaced by a subadar and the subalterns by jemadars.

Guards for native chiefs.

510. Guards of honour, etc., on the following scale will, on requisition by the civil or political authorities, be detailed to attend on native chiefs :—

Chief entitled to.	Guns.					Where furnished.	When furnished.
	21 | 19	17 | 15 | 13 | 11			9		
(1) Guard of honour at point of entry (or departure), or at residence, as convenient.	100 native infy. with a subadar, 2 jemadars, band and regtl. colour.	50 native infy. under a N. O.				For chiefs with salutes of 21 and 19 guns—at all military stations; for those with salutes of less than 19 guns—at presidency towns, and at any military station where it is usual to detail guards, or escorts, or both to attend on the chief concerned, local precedents being followed.	(1) and (2) on arrival and departure on a visit other than private or to attend social gatherings or public amusements, also when attending a state ceremony to which he has been officially invited; (3) and (4) during residence, (3) may be increased for security.
(2) Escort thence, to or from residence, if available.	2 N. C. Os. and 12 sowars.		1 N. C. O. and 8 sowars.		1. N. C.O., 3 sowars.		
(3) Guard on residence.	2 N. C. Os. and 12 sepoys.			1 N. C. O. and 6 sepoys.			
(4) Escort when the chief goes out, if available.	1 N. C. O. and 3 sowars.				2 sowars.		

The guard of honour and all guards at the station visited will pay a chief the compliments prescribed for a general officer in uniform.

Honours and Salutes.

Honours and salutes on parade.

511. The instructions in the K. R. under this head are applicable to India. The honours and salutes due to the Viceroy by troops on parade, will also be accorded to all heads of administrations in India on occasions when they represent the Sovereign.

A general salute will be given—

(*a*) To Governors and Lieut.-Governors when attending a parade within their own administrations, other than that held on His Majesty's birthday, or on Proclamation day.

(*b*) To the Chief Commissioner of a province, the Residents at Hyderabad and Mysore, the Agents to the G. G. in Rajputana, Central India, and Baluchistan, when all the troops on the parade which they attend under the conditions in (*a*) are under their orders.

High officials inspecting a camp.

513. When the Viceroy, a Governor, Lieut.-Governor,** passes along the front of a camp to inspect it, the troops are to fall in in front of the tents, but not under arms.

Compliments to political officers.

515. Chief Commissioners, the Commissioners in Sind, and officers of the Political department who rank in the table of precedence above colonels are, within the limits of their jurisdiction, entitled to receive from guards and sentries the compliments prescribed for a general officer in uniform. Other officers of the Political department will, under similar circumstances, be paid the compliments due to a field officer.

Artillery salutes.

516. The general rules laid down in the K. R. regarding artillery salutes will, with the modifications shown in the table below, be observed in India :—

Persons.	Number of guns.	Occasions on which salute is fired.
Imperial salute	101	When the Sovereign is present in person.
Royal salute	31	Anniversary of the Sovereign's birthday, accession, and coronation; birthday of Consort of Sovereign and Proclamation day.
Members of the Royal Family	31	On arrival at, or departure from, a military station or when attending a state ceremony.
Royal Standard	31	When passing in a vessel.
Viceroy and Governor-General	31	On arrival at, or departure from, a military station within Indian territories or when attending a State ceremony.
Governors of Presidencies	17	On assuming or relinquishing office, whether temporarily or permanently. On occasions of a *Public* arrival at, or departure from, a military station and on formal ceremonial occasions, such as arriving at, or leaving a durbar, or when paying a formal visit to a Native Chief.
President of the Council of the Governor-General.	17	Same as Viceroy.
Commander-in-Chief in India (if a Field Marshal).	19	On assuming or relinquishing office. Public arrival at, or departure from, a military station and on formal ceremonial occasion.
Commander-in-Chief in India (if a General).	17	
Governor of the French Settlements in India.	17	On arrival at, or departure from, a military station or when attending a state ceremony.
Governor of Portuguese India	17	
Lieutenant-Governors	15	Same as Governors of Presidencies.
Ordinary Members of the Council of the Governor-General.	15	On assuming office; and, if desired, on arrival at, or departure from, a military station.
Ordinary Members of the Councils of Governors (*a*).	15	
Generals and Lieutenant-Generals of Commands (*b*).	15	On assuming or relinquishing command, and on occasions of *Public* arrival at, or departure from, a military station within their command.
Chief Commissioners	13	Same as Governors of Presidencies.
Residents, 1st class	13	
Agents to the Governor-General	13	
Commissioner in Sind	13	
Agent to the Governor in Kathiawar	13	
Residents, 2nd and 3rd class	13	On assuming or relinquishing office, and on occasions of a *Public* arrival at, or departure from, a military station.
Lieutenant-Generals and Major-Generals Commanding Divisions (*b*).	13	Same as Generals and Lieutenant-General of commands.
Major-Generals and Brigadier-Generals Commanding Brigades (*b*).	11	
Political Agents (*c*)	11	On assuming or relinquishing office, and on occasions of a *Public* arrival at, or departure from, a military station.
Governors of Damaun	7	On arrival at, or departure from, a military station or when attending a state ceremony.
Governor of Diu	11	

(*a*) Within their own Presidencies.
(*b*) No military officer shall receive an artillery salute unless he is in actual military command and is the senior military officer on the spot.
(*c*) Within the territories of the state to which they are attached.

Salutes of native chiefs.

518. Native Chiefs are entitled to the following salutes on arrival at, or departure from, a military station, or when attending a state ceremony.

Salutes of 21 guns.

BARODA. The Maharaja (Gaekwar) of—
HYDERABAD. The Nizam of—
MYSORE. The Maharaja of—

Salutes of 19 guns.

BHOPAL. The Begam (or Nawab) of—
GWALIOR. The Maharaja (Sindhia) of—
INDORE. The Maharaja (Holkar) of—
JAMMU AND KASHMIR. The Maharaja of—
KALAT. The Khan of—
KOLHAPUR. The Maharaja of—
MEWAR* (UDAIPUR). The Maharana of—
TRAVANCORE.* The Maharaja of—

Salutes of 17 guns.

BAHAWALPORE. The Nawab of—
BHARATPUR. The Maharaja of—
BIKANIR. The Maharaja of—
BUNDI. The Maharao Raja of—
COCHIN. The Raja of
JAIPUR. The Maharaja of—*
KARAULI. The Maharaja of—
KOTA. The Maharao of—
KUTCH. The Rao of—
MARWAR (JODHPUR). The Maharaja of—
PATIALA. The Maharaja of—
REWA. The Maharaja of—
TONK. The Nawab of—

Salutes of 15 guns.

ALWAR. The Maharaja of—
BANSWARA. The Mahara of—
DATIA. The Maharaja of—
DEWAS (senior branch). The Raja of—
DEWAS (junior branch). The Raja of—
DHAR. The Raja of—
DHOLPUR. The Maharaj Rana of—
DUNGARPUR. The Maharawal of—
IDAR. The Maharaja of—
JAISALMER. The Maharawal of—
KHAIRPUR. The Mir of—
KISHANGARH. The Maharaja of—
ORCHHA.* The Maharaja of—
PARTABGARH. The Maharawal of—
SIKHIM. The Maharaja of—
SIROHI. The Maharao of—

Salutes of 13 guns.

BENARES. The Raja† of—
JAORA. The Nawab of —
KUCH BEHAR. The Maharaja of—
RAMPUR. The Nawab of—
TIPPERA. The Raja of—

Salutes of 11 guns.

AJAIGARH. The Maharaja of—
BAONI. The Nawab of—
BHAUNAGAR. The Thakur Sahib of—
CHARKHARI. The Maharaja of—
CHHATARPUR. The Raja† of—
DHRANGADRA. The Raja Sahib of—
FARIDKOT. The Raja of—
GONDAL. The Thakur Sahib of—
JANJIRA. The Nawab (Habshi) of—
JHABUA. The Raja of—
BIJAWAR. The Maharaja of—
CAMBAY. The Nawab of—
CHAMBA. The Raja of—
NARSINGARH. The Raja of—
NAWANAGAR. The Jam of—
PALANPUR. The Diwan of—
PANNA. The Maharaja of—
PORBANDAR. The Rana of—
PUDUKOTA. The Raja of—
RADHANPUR. The Nawab of—

* See table of personal salutes.
† The present Raja enjoys the personal title of *Maharaja*.

Salutes of 11 guns—contd.

JHALAWAR. The Raj Rana of—
JIND. The Raja of—
JUNAGARH. The Nawab of—
KAHLUR (BILASPUR). The Raja of—
KAPURTHALA. The Raja of—
MANDI. The Raja of—
MANIPUR. The Raja of—
MORVI. The Thakur Sahib of—
NABHA.* The Raja of—
RAJGARH. The Raja of—
RAJPIPLA. The Raja of—
RATLAM. The Raja of—
SAILANA. The Raja of—
SAMTHAR. The Raja of—
SIRMUR (NAHAN). The Raja of—
SITAMAU. The Raja of—
SUKET. The Raja of—
TEHRI (GARHWAL). The Raja of—

Salutes of 9 guns.

ALIRAJPUR. The Rana of—
BALASINOR. The Nawab (Babi) of—
BANSDA. The Raja of—
BARAUNDHA. The Raja of—
BARIA. The Raja of—
BARWANI. The Rana of—
CHHOTA UDAIPUR. The Raja of—
DHARAMPUR. The Raja of—
DHROL. The Thakur Sahib of—
FADTHLI. The Sultan of—
HSI PAW. The Sawbwa of—
KAROND (KALAHANDI). The Raja of—
KENG TUNG. The Sawbwa of—
KHILCHIPUR. The Rao of—
KISHN AND SOCOTRA. The Sultan of—
LAHEJ. The Sultan of—
LIMRI. The Thakur Sahib of—
LUNAWARA. The Raja of—
MAIHAR. The Raja of—
MALER KOTLA.† The Nawab of—
MONG NAI. The Sawbwa of—
NAGOD. The Raja of—
PALITANA. The Thakur Sahib of—
RAJKOT. The Thakur Sahib of—
SACHIN. The Nawab of—
SAWANTWARI. The Sir Desai of—
SHEHR AND MOKALLA. The Sultan of—
SUNTH. The Raja of—
WADHWAN. The Thakur Sahib of—
WANKANER. The Raja Sahib of—
YAWNGHWE. The Sawbwa of—

TABLE OF PERSONAL SALUTES.

Salutes of 21 guns.

JAIPUR, His Highness Sir Madh Singh Bahadur, G.C.S.I., G.C.I.E., Maharaja of—

MEWAR (UDAIPUR), His Highness Sir Fateh Singh Bahadur, G.C.S.I., Maharaja of—

TRAVANCORE. His Highness Sir Bala Rama Verma, G.C.S.I., G.C.I.E., Maharaja of—

Salute of 19 guns.

MYSORE, Her Highness Maharani Kempa Nanjammanni Avaru Vanivilas, C.I., of—

Salutes of 17 guns.

DATIA, His Highness Sir Bhawani Singh Bahadur, K.C.S.I., Maharaja of—

KHAIRPUR, His Highness Sir Faiz Muhammad Khan Talpur, G.C.I.E., Mir of—

ORCHHA, His Highness Sir Pratab Singh Bahadur, G.C.I.E., Maharaja of—

Salute of 15 guns.

NABHA, His Highness Sir Hira Singh Bahadur, G.C.S.I., G.C.I.E., Raja of—

Salute of 12 guns.

SHEHR AND MOKALLA, His Highness Awadth-bin-Omar Alkayai, Sultan of—

* See table of personal salutes

† The present Raja enjoys the personal title of Maharaja.

Salute of 11 guns.

MALER KOTLA, His Highness Muhammad Ibrahim Ali Khan Bahadur, Nawab of—

Salutes of 9 guns.

BHOR.—Shankar Rao Chimnaji, Pant Sachiv of—

DANTA.—Maharana Jaswant Singhji Hari Singhji of—

LOHARU.—Nawab Sir Amir-ud-din Ahmad, Khan Bahadur, K.C.I.E., of—

TABLE OF LOCAL SALUTES.

Salutes of 21 guns permanently within their own territories.

BHOPAL. The Begam (or Nawab) of—
GWALIOR. The Maharaja (Sindhia) of—
INDORE. The Maharaja (Holkar) of—
JAMMU AND KASHMIR. The Maharaja of—

Salutes when fired.

520. Salutes will not be fired on Sunday except to foreign ships of war. In other cases they will be fired the following day. From the 15th April to 15th October salutes will not be fired in the plains between 8 A.M. and 5 P.M., unless specially ordered.

Interior economy.

General instructions.

Firearms and native music in cantonments.

523. Firearms may not be discharged without permission in, or in the immediate vicinity of, a camp or cantonment. Tom-toms may be beaten outside the lines of units until 9-30 P.M. and within the lines with the permission of the O. C. until 10 P.M. Any extension of these hours requires the sanction of the O. C. the station.

Native officers.

Direct commission candidates.

545. A native gentleman of good family, and ordinarily not above 20 years of age, who desires a direct commission as a native officer, should apply personally to the R. S. O. recruiting the class to which he belongs, who, after satisfactorily verifying the particulars furnished by the candidate (I. A. F. Y1935), may provisionally accept him. Such provisionally accepted candidates must present themselves at the headquarters of the recruiting centre, on or about the 1st March, for examination by a selection board which will be detailed by the Divl. Comdr. and consist of one cavalry and one infantry O. C. and the R. S. O. This board will determine the candidate's fitness for the service generally and for cavalry or infantry or both.

A candidate who desires to join a particular corps may apply personally to the O. C. that corps who, after satisfactorily verifying through the R. S. O. concerned the particulars furnished by the candidate (I. A. F. Y 1935), may accept a suitable candidate and intimate the fact on I. A. F. Y1935 to the R. S. O. concerned. Such accepted candidates need not appear before the selection board.

A roll of the candidates accepted by the selection board and Os. C. units, including those accepted in previous years and still below 23 years of age, after which they are ineligible for appointment, will then be printed and issued about the 1st April annually by each R. S. O. to all Divl. and Bde. Comdrs. in India and all Os. C. cavalry and infantry units which recruit men of the class concerned.

545A. One vacancy in every three in a cavalry regiment and one in every four in an infantry battalion (except Gurkha and Sikh pioneer battalions) should ordinarily be filled by the appointment of an accepted direct commission candidate. On selection the candidate will join for a preliminary trial of one month and if then provisionally approved will serve on probation for two years, during which he will be treated and receive quarters as a native officer, but must serve six months in each rank up to and including that of jemadar. While on probation a candidate is liable to removal at any time. On expiration of the period of probation a report on the candidate will be submitted to the C-in-C., and if finally accepted his commission will bear the date of his appointment on probation. Appointment of direct commission candidates.

Guards and orderlies.

559. British troops should ordinarily furnish the guards of arsenals, depots, and station magazines. Soldiers are not to be employed on duties that can be performed by watchmen. British guards.

560. Patrols will arrest any soldier or civilian disturbing the peace in cantonments. A soldier should be handed over at once to the nearest military guard, and a civilian to the nearest police station. Arrest by patrols.

564. A guard of fifteen native infantry, and twelve native cavalry as orderlies, will be furnished to a lieutenant-governor or chief commissioner. When cavalry have to be sent from a distance, a detachment of twenty-eight soldiers under a native officer may be sent and relieved periodically. Two companies of native infantry under a British officer, and fifty native cavalry soldiers under a native officer, will be furnished to the above officials on the march. Guards for lt.-governors and chief commissioners.

565. Whenever a requisition from a civil authority for a guard for a treasury, treasure escort, etc., is not complied with for public reasons, a report is to be made to the L. G. C. Non-compliance with civil requisition.

Escorts.

569. The G. O. C. will, in communication with the local Government when necessary, decide whether an escort is necessary for ammunition, military stores, treasure, or convicts, and if so, will fix the strength, composition, and the amount of ammunition to be taken. Escorts for ammunition, treasure, etc.

570. Every officer or N. C. O. in command of troops escorting stores, treasure, or convicts, will be furnished by the despatching officer with such orders in writing as the circumstances may require. When stores or treasure are in question, the escort is responsible for the correct number, weight, and condition, of the packages, but not for the contents. Escorts in charge of convicts will be provided with handcuffs, and those in charge of insanes will be unarmed. Commanders of escorts to be furnished with written orders.

Duties in aid of the Civil Power.

571. Every requisition made on an officer in command of troops in writing or by telegram, by a civil or political authority for military aid, will be immediately complied with. The strength and composition of the force, the amount of ammunition to be taken, and the manner of carrying out the operations, are matters for the decision of the military authorities alone. Requisitions from the civil power must be complied with.

572. The following sections of the Code of Criminal Procedure lay down the course to be adopted in dispersing unlawful assemblies. Unlawful assemblies.

Unlawful assemblies.

Section 127.—Any magistrate or officer in charge of a police station may command any unlawful assembly, or any assembly of five or more persons likely to cause a disturbance of the public peace to disperse; and it shall thereupon be the duty of the members of such assembly to disperse accordingly.

This section applies to the police in the towns of Calcutta and Bombay.

Section 128.—If, upon being so commanded, any such assembly does not disperse, or if, without being so commanded, it conducts itself in such a manner as to show a determination not to disperse, any magistrate or officer in charge of a police station, whether within or without the Presidency towns, may proceed to disperse such assembly

by force and may require the assistance of any male person not being an officer or soldier in His Majesty's Army, or a volunteer enrolled under the Indian Volunteers Act, 1869, and acting as such, for the purpose of dispersing such assembly, and, if necessary, arresting and confining the persons who form part of it, in order to disperse such assembly, or that they may be punished according to law.

Section 129.—If any such assembly cannot be otherwise dispersed, and if it is necessary for the public security that it should be dispersed, the magistrate of the highest rank who is present, may cause it to be dispersed by military force.

Section 130.—When a magistrate determines to disperse any such assembly by military force, he may require any commissioned or non-commissioned officer in command of any soldiers in His Majesty's Army or of any volunteers enrolled under the Indian Volunteers Act, 1869 (or X of 1896), to disperse such assembly by military force, and to arrest and confine such persons forming part of it as the magistrate may direct, or as it may be necessary to arrest and confine in order to disperse the assembly, or to have them punished according to law. Every such officer shall obey such requisition in such manner as he thinks fit, and in so doing he shall use as little force and do as little injury, to person and property, as may be consistent with dispersing the assembly and arresting and detaining such persons.

Section 131.—When the public security is manifestly endangered by any such assembly, and when no magistrate can be communicated with, any commissioned officer of His Majesty's Army may disperse such assembly by military force, and may arrest and confine any persons forming part of it, in order to disperse such assembly, or that they may be punished according to law, but if while he is acting under this section, it becomes practicable for him to communicate with a magistrate, he shall do so, and shall thenceforward obey the instructions of the magistrate, as to whether he shall or shall not continue such action.

Section 132.—No prosecution against any magistrate, military officer, police officer, soldier or volunteer for any act purporting to be done under this chapter shall be instituted in any criminal court, except with the sanction of the Governor-General in Council, and

(*a*) no magistrate or police officer acting under this chapter in good faith,

(*b*) no officer acting under section 131 in good faith,

(*c*) no person doing any act in good faith in compliance with a requisition under section 128 or section 130, and

(*d*) no inferior officer, or soldier or volunteer, doing any act in obedience to any order which under military law he was bound to obey, shall be deemed to have thereby committed an offence.

Firing on an unlawful assembly.

573. When the O. C. the troops is required by a magistrate under section 130, or determines that it is necessary under section 131, to disperse an assembly by force, he will before taking action, adopt the most effectual measures possible to explain to the people that the fire of the troops will be effective. If it be found necessary to fire he will personally order such minimum number of files to fire as he considers the circumstances of the case demand. Care must be taken not to fire on persons separated from the crowd, nor over the heads of the latter. The firing must be carried out with steadiness, and be stopped the moment it becomes unnecessary.

Bands.

Bands at native entertainments.

584. A band may not play at a native festival or entertainment in a native city without the sanction of the O. C. the station. The attendance of a band in uniform at a private native entertainment is forbidden.

Regimental workshops.

Soda water machines.

618. * * * If ærated waters can be bought from a local dealer, those regimentally manufactured must not be sold to the public but only to officers and soldiers of the garrison.

Recruiting.

Native army.

Recruiting centres.

628. The following are the recruiting centres for the various classes :—

Class.	Centre.	Class.	Centre.
Pathans . .	Peshawar . Samana .	Gurkhas . . .	Gorakhpur. Purneah. Darjeeling.
Punjabi Musalmans	Jhelum . .	Mahrattas and Dekhani Musalmans.	Poona.
Dogras . .	Jullundur and Dharmsala.	Rajputana and Central India Musalmans and Hindus . . .	
Sikhs . . .	Jullundur.	Madras Musalmans .	Agra.
Jats and Hindustani Musalmans. .	Delhi.	Madras Christians and Hindus . . .	Bangalore.
Hindustani Hindus.	Lucknow.		Trichinopoly.

NOTE.—Operations from Gorakhpur centre are confined to the Nepalese border, otherwise operations extend to all localities inhabited by the class concerned.

636. When the training of a recruit is complete, he will be attested in the manner prescribed in the I. A. W. (see I. A. F. K 1153 and 1154); but no combatant or non-combatant shall be attested until his character and antecedents have been verified in accordance with the instructions contained on I. A. F. K1152. The necessary steps should be taken immediately after enrolment. Attestation of soldiers and others.

Discharges.

British soldiers.

643. Soldiers, other than those enlisted in India, sentenced by court-martial to imprisonment in India and discharge, will be sent home in time to allow of their discharge there before the term of imprisonment expires.*** Soldiers enlisted in India will be discharged locally. The discharge certificate must be sent to the O. C. the station where the prisoner is, before the term of imprisonment expires. Imprisonment followed by discharge.

644. Soldiers sentenced to penal servitude by the civil power will be discharged at once by the Bde. Comdr. The discharge certificate will be sent to the governor of the prison. Discharge on sentence of penal servitude.

Native troops.

648. All persons subject to the I. A. W. will on discharge be furnished with a discharge certificate (I. A. F. Y1949). Discharge certificates.

Transfer to the Army Reserve.

652. The O. C. the Brigade in which a reservist resides is the O. C. in India of the latter and the authority to whom he must report himself. In all matters connected with reservists the Bde. Comdr. will, except as provided for in these regulations, be guided by the rules in the K. R., the R. W., and the regulations for the 1st class army reserve. O. C. of reservist defined.

653. A reservist serving in the police in India who is appointed sergeant, head constable, platform sergeant, or deputy inspector, 1st grade, will be discharged from the reserve by the Bde. Comdr. with effect from the date of being so appointed. Discharge of Police sergeant.

Insanes.

658. If a person subject to the I. A. W. is suspected of insanity the O. C. will report the case to the G. O. C. who will direct the examination of the individual by a board composed, if practicable, of two medical officers, otherwise by the man's D. C. Commander (O. C. in the case of a departmental follower) and the officer in medical charge. If pronounced insane he will be discharged by the authority prescribed in the I. A. W. and handed over, with his discharge documents, to the civil power, or, if harmless, to his friends or relations. Native insanes.

Family pensions.

659. The rules governing the grant of family pensions are contained in A. R. I., Vol. I. On the death of a person subject to the I. A. W. under circumstances that entitle the heir to family pension, the O. C. the corps Grant of pensions.

or department will forthwith furnish the O. C. the station nearest the home of the nominated heir (if the latter is within the prescribed degree of relationship, otherwise the O. C. the station nearest the home of the senior representative in the prescribed order of succession), with a true copy of the kindred roll of the deceased, the death certificate, and with any other document substantiating the claim. The O. C. the station will select a field officer if available, otherwise a captain of the Indian army, to examine the title of the representative, and will inform the latter as to whom, and when, he should report himself with his identifying witnesses. If $\frac{\text{Khatmandu}}{\text{Gorakhpur}}$ is the station, the O. C. will direct the representative to appear before, and will send the documents to, the $\frac{\text{Resident in Nepal}}{\text{R. S. O., Gorakhpur,}}$ for examination of title.

The title of a widow to the allowance of the Indian Order of Merit will be similarly investigated, but the name, address, and description of a widow of a pensioner will be reported by the C. M. A. concerned, to the O. C. the station nearest her home. The statement of a person subject to the I. A. W. who resides at a distance may be taken down by his O. C. (see I. A. F. A 374), but that of a civilian must be given in the presence of a magistrate. The proceedings will be recorded on I. A. F. A 366 or 368, according to whether the claim is one for an ordinary or extraordinary family pension.

Investigation of title to family pension.

660. The title of any person claiming a family pension or the pay of the Indian Order of Merit will be investigated in the above manner by the O. C. the station at which the claim is made.

Case of person dying while on sick leave.

661. When a person whose heir is eligible for family pension is granted leave on medical certificate on return from foreign service, the O. C. the corps will send a copy of the medical certificate specifying the wounds received or disease contracted, to the civil officer of the district in which the person intends to reside. If the person dies whilst on leave the O. C. will procure from the civil officer a certificate as to the immediate cause of death. It will then rest with the O. C. to decide from the nature of the certificate whether the action indicated in para. 659 should be taken.

Private arms of native troops.

Private arms of N. O. or soldier.

686. A native officer, soldier or reservist is allowed without a license to carry or possess for his personal use—

one gun or pistol;

one sword, dagger or knife;

twenty cartridges or an equivalent quantity of powder, bullets or shot, and caps, subject to the following restrictions:—

Conditions of possession.

(*a*) he must be of good character;

(*b*) the fire-arm shall not be of a class superior to that of the fire-arms in use in the native army, nor one from which a ·303-inch bullet can be fired, nor a Martini-Henry rifle of ·450 bore imported subsequently to the 20th February 1901;

(*c*) The possession of arms or ammunition to which these rules apply must be immediately reported and their description entered in the private arms register to be maintained by each unit and reserve centre, extracts from which must be sent with the man's documents when transferred to another unit or to the reserve. Such arms and ammunition must be lodged in the armoury while the soldier or reservist is with his unit or under training;

(*d*) he shall immediately report to his superior officer the loss of any such arms or ammunition. A reservist, when not under training, shall report any such loss to the nearest political or police officer, and to the O. C. his reserve centre;

(*e*) when proceeding on furlough, or, in the case of a reservist when leaving on transfer to the reserve or returning from training, he shall obtain a pass from his O. C. which he must produce on his return, together with the arms to which it relates, to the O. C. who will satisfy himself that the arms have not been changed. Failure to produce the arms and pass will be punished by the deprivation of a pass for one year which should be communicated to the magistrate or political officer concerned for necessary action. A pass shall not be required for the regimental sword of an N. O., or mounted soldier proceeding on furlough, if permission to carry it is entered on his furlough certificate.

Conditions of purchase of private arms.

687. A native officer, soldier or reservist shall not purchase arms unless—

(*i*) he has been furnished by competent authority with a written permission specifying the period for which it is valid;

(*ii*) the arms are purchased from a person entitled under the Indian Arms Act, 1878 (XI of 1878), to possess or to sell arms; and

(*iii*) the arms so purchased by him and the arms already possessed by him do not exceed the amounts authorised by these rules.

Natives living near N.-W. F.

688. A native officer, soldier or reservist shall not, unless authorised by competent authority, give or otherwise transfer any rifle, to which these rules apply, to any native whose home is situated near, or beyond the N.-W. F.

Report of loss of arms or ammunition.

689. Every soldier before transfer to the reserve and every reservist before returning home after training, shall be warned that he must report any loss as directed in para. 686 (*d*).

(*a*) The loss of any arms or ammunition to which these rules apply shall immediately be reported to the civil police, the G.S.O. C., and D. A. G.;

(*b*) if the fire-arms or ammunition could be used for military purposes, the G. O. C. shall immediately report the loss to the Director, Central Criminal Intelligence Department.

Grant of passes.

690. Every pass shall be granted by the O. C. who shall not delegate his authority. It shall contain—

(*a*) a full description of the arms with a record of their distinctive marks, and ammunition authorised by the pass;

(*b*) the parentage, religion, class, tribe and home of the holder of the pass;

(*c*) a pass shall not be granted to an applicant whose home is situated beyond the N.-W. F., unless he shall have obtained from his clansmen in the regiment and deposited security to the full trans-frontier value, for the return of any fire-arm which it is proposed to take away. The G. O. C. shall decide what is the full trans-frontier value of any fire-arm.

Forfeiture of security.

691. Where a fire-arm for which security has been deposited and pass granted, is not returned, the security shall be forfeited and the clansmen of the defaulter shall for such period not exceeding two years as the O. C. may fix, be precluded from taking fire-arms on furlough. All such cases shall be immediately reported to the L. G. C.

Issue of passes to be notified to civil authorities.

692. The magistrate or political officer of the district in which the pass holder intends to reside shall be forthwith informed of the issue of a pass by the O. C. the corps in the case of a native officer or soldier proceeding on furlough or transferred to the reserve, and by the O. C. the reserve centre in the case of a reservist returning from training. When passes are cancelled or withdrawn the magistrate or political officer concerned must be so informed.

On discharge from army must obtain license to possess arms.

693. Officers, soldiers and reservists on leaving the army, cannot be granted passes under these regulations, and any passes in their possession must be withdrawn from them. A retired officer who is in receipt of a pension as such, or who, not being in receipt of such a pension, is, on leaving the service under creditable circumstances, exempted by his O. C. by entry recorded on his discharge certificate (I. A. F. Y 1949), alone continues exempt from the provisions of sections 13 to 16 of the Indian Arms Act, 1878, to the same extent as when in the army. A soldier or reservist possessing, at the time of discharge, a weapon requiring a license under the Indian Arms Act, shall be warned, if his home is situated within the limits of British India, that he must obtain, through his O. C., a license from the magistrate of the district where he proposes to reside: and if his home is situated beyond those limits, that he must obtain through his O. C., an export license from the Foreign department. No export license will be granted to a transborder tribesman except for arms certified by his O. C., to have been brought by him from his home on enrolment.

Rations.

Attendant on insane.

700. * * A female attendant on a female insane, who is being sent to England, is allowed full rations to the port of embarkation and on the return journey.

Horses and other animals.

Declared cases.

722. When any confirmed case of contagious or infectious disease constitutes a public danger, the animal, whether public property or the property of any person in the military service, may be destroyed on the written opinion of a veterinary officer, under the orders of the O. C. the station.

Disposal of casters.

739. * * Cast horses of British mounted units may, previous to their sale by auction, be purchased by mounted volunteers and mounted inspectors or sub-inspectors of police for Rs. 80 each. The purchase money will be paid to the S. and T. officer charged with the sale of the horses.

Animals strayed or lost.

741. No animal lost or strayed will be struck off the strength of the unit or depot for six months. Information will be given to the civil authorities, and the loss will be advertised in the press.

Mode of accounting for Ordnance equipment.

Equipment of departmental men.

799. Revolvers and accoutrements issued to departmental officers with honorary rank, warrant, and N. C. Os. of departments are taken by them on transfer, but made over to their successors on leaving their departments. They will be accounted for on I. A. F. Z2105.

Arms or equipment not to be taken on furlough or transfer.

823. Except when N. C. Os. and men proceed on duty, when they must be fully armed and equipped, no arms or accoutrements, except waist belts, are to be taken away from the regiment. Os. C. non-silladar cavalry units may, however, on their responsibility permit their native ranks to take their regimental swords with them when proceeding on leave or furlough.

* * * * * *

Native officers, except those of the Viceroy's body-guard, may, on retirement, retain their swords, sword belts and sword knots.

Languages, European and Oriental.

Russian: who may be examined.

966. A commissioned, warrant, and N. C. O. in military employ (and a military officer in civil employ, or a covenanted civil officer, with the special permission of the G. of I.) may present himself for the preliminary examination in Russian, but no warrant or N. C. O. will be allowed to go to Russia on duty. Not more than 15 officers of the Indian army and I. M. S. will be permitted to proceed to Russia annually.

975. Except as provided for in para. 966 * * any person in the military or civil employ of the G. of I. may, with the permission of his superior officer, present himself for examination by a military board in any of the tests. Any person not in government employ (including a British army reservist) must obtain the sanction of the local Government. Who may be examined.

982. * * * A civilian who has appeared before a station board will, on passing, be given a certificate in the following form, signed by an officer of the brigade staff:— Publication in Command and brigade orders.

"Certified that——passed the——at——on——."

Place and date——.

Royal Engineers.

1001. With the approval of Government duly qualified officers of R. E. will be permitted to accept civil employment. Colonels, and lieut.-colonels, vacating civil appointments on attaining 55 years of age, or on being placed on half pay, cannot revert to the M. W. S., and regimental field officers in civil employ can only revert with the approval of the G. of I. Civil employment.

1002. An officer of the R. E. in military employment (except a continuous service officer of the M. W. S. who has elected for continuous employment up to the age of 55 with final removal therefrom at that date) who is placed on half pay under the R. W. will vacate his appointment but may be re-employed in a colonel's or higher appointment. An officer in civil employment will be removed from employment under the civil rules in force. If placed on half pay under the R. W. he will not be removed from civil employment unless required to vacate under civil rules. If retired from the army he will vacate his civil appointment and can only be reappointed with the sanction of the G. of I. Vacation of appointment, R. E. officers.

Reserve, Indian Army.

1016. The rules for appointment to, and service in the Indian Army Reserve of officers, are given in Appx. III. Reserve of officers.

1028. Notices to reservists will be issued on I. A. F. Y 1954 and 1956, the post office receipt for notices being on I. A. F. Y 1955. The rail passage order for a reservist is attached to his summons to attend for training or service, which is sent to him direct except in the following cases in which they are sent to the officials named:— Form of notice; rail passage orders.

(*a*) For men of the Khyber tribes, to the political officer, Khyber, for delivery.

(*b*) For men serving beyond the Kohat border, to the S. S. O., Kohat, for delivery to the men on application. These men must be warned on the completion of each training of the date of their next training.

1031. A reservist is liable to the same punishments as a soldier. In addition he may, for certain offences, be tried and punished by a court-martial or criminal court as prescribed in Sec. 6 of Act IV of 1888. Punishments.

1035. On discharge a reservist will give up his reservist's certificate, I. A. F. Y1953, and will receive a discharge certificate, I. A. F. Y 1949. Discharge certificate.

1039. * * * Reservists will not be employed with militia or levy corps, or on the staff of the N. W. or O. and R. railways, nor on any railway in any position for which a special training is needed, nor as policemen, jail warders, or forest guards. During absence at the biennial training, a reservist in government employ must pay for a substitute and himself procure one if required to do so. Civil employment.

Appendix I.

Rules regarding the grant of patents and the trial of inventions.

(Referred to in para. 489.)

Inventions by private individuals, which may be tried for the use of the military or marine services, shall be dealt with under the following rules :—

(*a*) Persons who desire to submit any invention for the military or marine services for consideration, should address the secretary to the G. of I. The letter should state the nature of the invention, and whether an exclusive privilege has been acquired, and if so, it should quote the number and date of the specification filed. It should also state whether any claim for remuneration in connection with it is made.

(*b*) Expenses, or loss of time, incurred before or after the submission of an invention will give no claim, unless authority for such expenses has been previously given by the G. of I.

(*c*) No claim for reward for an invention will be considered unless the invention has been adopted.

(*d*) No award which may be made will be payable till approved by the G. G. in Council.

(*e*) No staff officer, or officer or subordinate employed in any military administrative, instructional, manufacturing or experimental department, can acquire an exclusive privilege for an invention, or apply for leave to file a specification thereof, without the approval of the G. G. in Council.

(*f*) Each application for such approval must contain a general description of the invention for which protection is desired.

(*g*) The following certificate is to be signed and forwarded by every applicant for permission to acquire an exclusive privilege :—

"I, A. B., declare that I have read the regulations and conditions detailed in clauses (*h*) to (*j*) under which I am willing to acquire an exclusive privilege. I undertake to abide by those conditions."

(*h*) Permission to acquire an exclusive privilege will not be granted, as a matter of course, but on the merits of the case. Should permission be granted, it will be subject to the following conditions, from which there shall be no appeal :—

(i) The exclusive privilege shall be assigned to the G. G. Council, if so ordered by him.

(ii) If immediate assignment is not ordered under clause (i), the applicant shall not assign his exclusive privilege or grant any rights to the use of it, to any one, without first obtaining authority from the G. G. in Council.

(iii) The terms of payment, if any, for the assignment of the exclusive privilege to the G. G. in Council, or for its use in His Majesty's Service, will be decided by the G. G. in Council.

(*i*) In settling terms, either for assignment or use, regard will be paid to any facilities in originating, working out, and perfecting the invention, which the inventor may have enjoyed by reason of his official position.

All payments require the sanction of the G. G. in Council.

(*j*) An applicant for remuneration will be required to give full detailed particulars of any out-of-pocket expenses on experiments, etc., incurred by him personally, as well as any consideration he may have received directly or indirectly in respect of the invention.

Appendix II.

Procedure to be followed in the submission and disposal of applications for furlough and leave.

(Referred to in paras. 207 and 257.)

Applications will be submitted on the following I. A. Forms :—Officers all services—L. 1170; Departmental officers and warrant officers, U. L. and I. S. M. D.—L. 1171; Other soldiers U. L. and soldiers of the R. E. Indian establishment—L. 1172.

2. Where the words 'with controller's or examiner's statement' occur, the application is to be submitted through the C. M. A. concerned, or examiner of M. W. accounts, for the statement to be attached.

* * * * * * * *

4. The notification of furlough or leave sanctioned by the head of a department under the G. of I. will be published by that officer in Part II of the *Gazette of India*.

No.	Applications from	Furlough and leave rules.	Channel of submission.	Authority sanctioning furlough in or out, and leave or combined leave out of India.	Where notified.	Authority sanctioning leave or combined leave in India.	Authority sanctioning privilege leave not combined with other leave.
38	Commissioned and warrant* officers of the U. L. employed—						
	VII.—In civil departments.	1868, 1875 or 1889.	As required by civil rules, with controller's or examiner's statement for those under the 1868 or 1875 rules.	Civil department.	Local or other gazette.	Civil department.	Civil department.
42	Officers in civil employ whose appointments lapse on taking furlough or leave.	1868, 1875, 1886, or British.	Through civil head of department and local Government to L. G. C., with controller's statement for officers not under British rules. In the case of officiating cantonment magistrates, through district magistrate to L. G. C., for transmission to local Government which will return application and place applicant at disposal of L. G. C.	L. G. C. . .	C. O. .	L. G. C. .	Civil department.
43	Officers holding civil appointments of limited tenure.	1868, 1875 or 1886.	As required by the C. S. Regs., with controller's statement. In case of cantonment magistrates application must be countersigned by O. C. the station.	Civil department.	Local or other gazette.	Civil department.	Civil department.

N.B.—Grants of leave out of India on m. c. to officers of the British service will be reported by L. G. C. to Under S. of S. for War, accompanied by a copy of the proceedings of the medical board and an intimation of the date of embarkation. In the case of officers of R. E., or Indian army, the report, with a copy of the medical board's proceedings, will be forwarded to the Under S. of S. for India.

* Reports of grant of furlough out of India to all ranks of the U. L. are to be made to the Under S. of S. for India, accompanied in the case of grants on m. c. by the proceedings of the medical board.

Appendix III.

Regulations for the Indian Army Reserve of Officers.

(Referred to in para. 1016.)

1. The following officers and gentlemen may be granted commissions as officers of the Indian Army Reserve :—

For infantry.

(*a*) Officers who having retired from His Majesty's Indian military forces are not liable for further service.
(*b*) Officers who having retired from His Majesty's other regular forces are not liable to recall to military service under W. O. rules.
(*c*) Indian volunteers, except soldiers on the U. L.
(*d*) Officials other than military officers in the service of the G. of I.
(*e*) Private gentlemen residing in India.

For cavalry.

Any of the above who are serving in mounted corps.

Officers thus commissioned shall, during their employment on army service, have and exercise the authority of officers of corresponding rank in His Majesty's regular forces (but junior in each grade), with respect to any of His Majesty's regular forces in India.

OFFICERS RETIRED FROM THE ARMY.

2. An officer who was retired from His Majesty's Regular Forces in India, without liability for further service, shall be eligible for appointment as—

a field officer up to the age of 45 years ;
captain up to the age of 40 years ;
lieutenant or second-lieutenant up to the age of 35 years ;

and may be granted a commission as an Indian Army Reserve officer in a rank not higher than that in which he retired.

No such officer will be eligible for employment after the age of 57.

INDIAN VOLUNTEERS, CIVIL OFFICIALS IN THE SERVICE OF THE G. OF I., AND PRIVATE GENTLEMEN.

3. A commission as second-lieutenant may be given to any gentleman fulfilling the conditions of clauses (*c*), (*d*), (*e*), of para. 1, up to the age of 30 years : provided—

(*a*) that he is recommended by the G. O. C. the district in which he resides, to whom he must in the first place personally submit his application, together with the required certificates, and that the recommendation of the G. O. C. is concurred in by the local Government, and
(*b*) that he has obtained a certificate of proficiency such as is granted to a captain of volunteer forces in India, for which purpose, if not an officer of Indian volunteers, he may be attached to a volunteer corps in India and appear before a board of officers under A. R. I., Vol. IX ; or that he shall, after being attached to a regiment or battalion of the regular forces for a period of not less than one month, satisfy a board of officers composed as directed in the K. R., para. 1187, that he possesses a satisfactory amount of military knowledge for the rank of lieutenant.

General regulations.

4. Commissions will be issued to officers of the Indian Army Reserve on appointment to the Reserve, the stamp duty on them being paid from Indian revenues.

5. Commissions will not be granted to candidates who are not medically fit for service or whose character and qualifications are not satisfactory, but the limitation as to age and the qualifications prescribed may, subject to the approval of His Majesty, be dispensed with in cases where the G. G. in Council may, on the recommendation of the C.-in-C., consider that the exigencies of the service rendered it desirable that those provisions should not be enforced.

6. The name of every officer shall be borne on one of two special lists, one for cavalry and one for infantry, from which subalterns and captains shall be removed at the age of forty-five years, majors at the age of fifty years, lieutenant-colonels at the age of fifty-five years, and colonels at the age of fifty-seven years ; unless the G. G. in Council, on the recommendation of the C.-in-C., shall in any particular case consider that the exigencies of the service render it desirable that this rule should not be enforced.

7. Every officer should report his address to the M. S. to the C.-in-C. on the 1st January and 1st July of each year. If no reports are received for a year, it will be assumed that the officer is non-effective, and his name will be removed from the list.

8. Officers of the Indian Army Reserve of proved merit in the field may, under special circumstances, be recommended to His Majesty for commissions in the regular army.

9. Officers desirous of resigning the Indian Army Reserve must, if in India, submit their applications to the local Government, and if residing out of India, to the S. of S. for India.

10. The G. G. in Council may at any time dispense with the services of an officer, subject to the approval of His Majesty the King.

11. When not actually called out for military service, officers of the Indian Army Reserve who desire to proceed out of India for any period not longer than six months, are not required to submit applications for leave in their military capacity as officers of that reserve. Should they, however, desire to proceed out of India for any period longer than six months, they should report their intended departure and address to the M. S. to the C.-in-C.

Employment on army service.

12. All officers of the Indian Army Reserve shall be liable to be called to army service in time of emergency by general or special notifications in the *Gazette of India*.

13. Any such officer may, with his own consent and on the recommendation of the C.-in-C., be recalled to army service at any time by special notification in the *Gazette of India*.

14. Any officer called to army service may be employed in the Indian army, regimentally, or on the army staff, or in army department, and shall, on being called to army service—

(*a*) If appointed to a corps, have no claim arising out of his rank to any appointment in such corps, except such as he may be nominated to by competent authority.

(*b*) If appointed to a department, be placed at the bottom of the lowest grade of that department. Provided that an ex-departmental staff officer re-appointed to the same department shall be posted to the grade in which he last served, and that the head of the department shall, with the approval of the G. of I., have power, under exceptional circumstances, to appoint an officer to any grade which he may consider to be best in the interests of the service.

15. Officers called to army service shall rank among themselves according to the dates of their respective commissions, but junior in their rank of officers who have retired from the Indian Army with liability for further service.

16. An officer belonging to the volunteer forces shall, while on army service, be borne as supernumerary to the establishment of the regiment of volunteer forces to which he belongs.

Promotion.

17. An officer shall at any time be eligible for promotion.

18. A second-lieutenant who has completed three years' service as such, and is certified fit for promotion by the G. O. C. the division may, on the recommendation of the C.-in-C. or local Government, be promoted to the rank of lieutenant by the G. G. in Council subject to His Majesty's approval.

Declaration.

19. Candidates should submit with their applications for admission a declaration in the following form which should be made before a magistrate :—

"I, the undersigned, hereby promise and declare that I will serve His Majesty the King, Emperor of India, his heirs and successors, as an officer of the Indian Army Reserve of officers, until my resignation shall be accepted, and if I am called to army service be accepted by notification in the *Gazette of India*, and that I will serve in any part of India or in any other place in which any portion of His Majesty's Indian Forces may be serving and in any branch or department of the service to which I may be appointed."

Signed this day of 19 .

Witness.

20. Applicants for commissions may state the branch or department of the army in which they would prefer to be employed in the event of their being called out for service. These wishes will be recorded, and will, as far as the exigencies of the service may permit, be considered in appointing the officers to corps and departments.

Special rules for cavalry reserve officers appointed under rule I.

21. (A) Officers of the native cavalry reserve will be required, until they attain the age of 40, to attend the Hd. Qrs. of the native cavalry regiment most conveniently placed with respect to their homes for an annual training of 14 days, which at their own request may be extended up to two months. Such training will be accepted as qualifying for the capitation grant in the volunteer corps to which the officers belong. The details of attendance will be arranged by the G. O. C. the division to which the volunteer corps belongs, in communication with the G. O. C. the division in which the training is to be undergone.

(B) The rank of these officers, while going through their annual training, will be that held by them in the Indian Army Reserve, irrespective of any rank they may hold in their volunteer corps.

(C) Officers on attaining the age of 40 will not be required to undergo further training, nor will they be liable to be called up for active service except in cases of emergency. They will, however, remain in the Reserve, subject to retirement at the ages and under the conditions laid down in rule 6.

(D) Officers detailed to serve with a regiment of native cavalry in the field will rank among themselves according to the dates of their commissions as lieutenants, those not already promoted to that rank being so promoted on joining. They will be required to join with one charger. A second charger and, if necessary, saddlery will be provided on loan by Government, or on payment subject to re-purchase by Government at a valuation.

Appendix IX.

Procedure in cases of civil offences committed by persons subject to military law.

(Referred to in para. 24.)

Persons subject to the A. A.

In exercise of the powers conferred by section 449, sub-section (i), of the Code of Criminal Procedure, 1898 (Act V of 1898), the G. G. in Council is pleased to make the following rules as to cases in which persons subject to military law shall be tried by a court to which the said code applies, or by a court-martial, namely :—

(1) Where a person subject to military law is brought before a magistrate and charged with an offence for which he is liable, under the A. A., section 41, to be tried by a court-martial, such magistrate shall not proceed to try such person, or to issue orders for his trial by a jury, or to inquire with a view to his commitment for trial by the court of session or the high court for any offence triable by such court, unless—

(*a*) he is of opinion, for reasons to be recorded, that he should so proceed without being moved thereto by competent military authority;

or

(*b*) he is moved thereto by such authority.

(2) Before proceeding under rule (1), clause (*a*), the magistrate shall give notice to the O. C. of the accused, and until the expiry of a period of five days from the date of service of such notice, he shall not :—

(*a*) acquit or convict the accused under sections 243, 245, 247 or 248 of the Code of Criminal Procedure, 1898, or hear him in his defence under section 214 ;

or

(*b*) frame in writing a charge against the accused under section 254 ;

or

(*c*) make an order committing the accused for trial by the high court of session under section 213 or 214 ;

or

(*d*) issue orders under section 451, sub-section (2), for the trial of the accused by jury.

(3) Where within the period of five days mentioned in rule (2) or at any time thereafter before the magistrate has done any act or issued any order referred to in rule (2), clauses (*a*) to (*d*), the O. C. of the accused gives notice to the magistrate that, in the opinion of competent military authority, the accused should be tried by a court-martial, the magistrate shall stay proceedings and, if the accused is in his power or under his control, shall deliver him, with the statement prescribed by section 549, to the authority specified in the said section.

(4) Where a magistrate has been moved by competent military authority under rule (1), clause (*b*), and the O. C. of the accused subsequently gives notice to such magistrate that, in the opinion of such authority, the accused should be tried by a court-martial, such magistrate, if he has not before receiving such notice done any act or issued any order referred to in rule (2), clauses (*a*) to (*d*), shall stay proceedings, and if the accused is in his power or under his control, shall in the like manner deliver him, with the statement prescribed in section 549, to the authority specified in the said section.

(5) Where an accused person having been delivered by the magistrate under rule (3) or (4) is not tried by a court-martial for the offence of which he is accused, or other effectual proceedings are not taken or ordered to be taken against him, the magistrate shall report the circumstance—

(*a*) In cases occurring in the province of Madras or Bombay, to the local Government.

(*b*) In all other cases, through the local Government to the G. G. in Council.

Persons subject to the I. A. W.

1. An offence committed against the person or property of a civilian cannot as a rule be tried by court-martial.

2. Offences under I. A. W. 8, 42, 44, 59, 60, 61, 64, 65, 171 and 173 can be tried by a court-martial or civil court.

3. The procedure in a case where there is dual jurisdiction is laid down in I. A. W. 174 and 175 ; the 'prescribed military authority' being the O. C. the station, G. O. C., or L. G. C.

If the offender is in $\frac{\text{military}}{\text{civil}}$ custody the $\frac{\text{O. C. the corps}}{\text{magistrate}}$ will take steps to request the prescribed military authority to decide before which court proceedings shall be instituted: but in those cases falling under I. A. W. 171 and 173, in which death has resulted, the decision shall rest with the L. G. C.

4. For offences under para. 2 it is usually advisable to try the offender by court-martial: where, however, the offence is a theft of government property in which civilians may be implicated, it may be expedient to have recourse to a civil court.

Defence of Soldiers charged with Criminal Offences.

The following are the rules for the defence of British and native soldiers charged with criminal offences, and prosecuted by Government in civil courts:—

(1) When soldiers are to be tried by a civil court upon any criminal charge, the G. O. C. should consult the district magistrate, and arrange with him for the selection and remuneration of a pleader, advocate, or barrister, as the importance and necessities of the case may require.

(2) The fee to be paid to the pleader, advocate, or barrister must not exceed ₹100 per diem when the trial is before a high court, and ₹50 per diem in all other cases.

(3) The G. O. C. is only to appoint a pleader in cases where he thinks it desirable, and should fix the fee beforehand.

(4) When counsel is rightly provided for the defence of a soldier at the first trial in a civil court, counsel can also be provided when considered necessary on appeal, subject to the limitations laid down in rules (2) and (3).

(5) The term 'soldiers' in (1) includes regimental warrant and N. C. officers and privates, both British and native (except native soldiers on leave and reservists not under training); but it does not include officers nor departmental or regimental followers.

Appendix XIV.

(Referred to in para. 337.)

Rules regulating admission to Indian works of defence and ordnance establishments.

Precautions.

1. The G. O. C. is responsible that no unauthorised persons gain admittance to such works of defence as it is desirable to protect from intrusion, and that such persons shall not be given opportunities for inspecting, sketching or photographing these works from the outside. To facilitate the working of the Official Secrets Act, it is desirable that notices prohibiting drawing, photographing, etc., should be displayed in prominent positions outside defences, or portions of defences, when it is not considered advisable that the public should be allowed to take drawings, sketches, or photographs of the same.

Passes.

2. Application for passes to defences should be made to the G. O. C. In the case of ordnance establishments, application should be made to the ordnance officer in charge. All passes to defence works, etc., will be registered by the issuing authority in a book, with full particulars in each case. The period for which a pass is available will be clearly stated on the pass. All passes will be given up at the date of expiry to the officer in charge of the defence work, arsenal, etc., and returned by him to the issuing authority for destruction. Officers issuing passes may make such subsidiary rules to govern admission to defences, etc., as may seem to them to be necessary.

Sketching.

3. Except in the course of duty, no one admitted to any defensive work or portion of a defensive work to which these rules apply is permitted to make any written note, drawing, photograph, or measurement of any work, whether completely constructed or not; nor of any gun, machinery, or apparatus. No restriction is, however, placed on the photographing, sketching or measuring of buildings of purely archæological interest in inland forts, if these buildings do not form a portion of the defences to which it is considered undesirable to admit the public.

Admission.

4. Admission will be regulated as follows :—

Class of defence, etc.	Individuals.	Nature of pass or order required for each individual.
(i) Class I defences (as defined in para. 335), position finding stations, and submarine mining establishments.	Troops under arms. Persons employed on the construction and maintenance of works. Residents, their servants, tradesmen, and visitors (to residential portions only).	Under rules made by the Bde. Comdr.
	Officers and men of His Majesty's forces on duty. Civilians, being British subjects employed in connection with the defences.	Yellow pass issued by the Bde. Comdr.
	Officers and men of His Majesty's forces, not on duty. Civilians, being British subjects.	Red pass issued by the L. G. C.
	Foreigners.	Blue pass issued by the A. G., India, with the sanction of the G. of I.
(ii) Such portions of class II and class III defences (as defined in para. 335), and such other defence works as, in the opinion of the L. G. C., it is desirable to restrict admission to.	Troops under arms. Officers and soldiers of His Majesty's forces in uniform. Persons employed under proper authority on the maintenance and construction of works in the defences. Residents, their visitors, and servants (to residential portions only).	Under rules for admission made by the Bde. Comdr. Officers are required to give their names and addresses.
	Officers and soldiers of His Majesty's forces out of uniform. Civilians who are British subjects.	Pink pass, issued by the Bde. Comdr.
	Foreigners.	Green pass, issued by the A.G., India, with the sanction of the G. of I.
(iii) Arsenals, ordnance factories, depots, stores, naval stores in charge of the ordnance department, etc.	Troops under arms. Officers and soldiers of His Majesty's forces in uniform. Persons employed under proper authority, either in the construction and maintenance of the works, or by the ordnance department.	Under rules for admission made by the ordnance officer in charge with the approval of the D. G. O. Officers are required to give their names and addresses.
	Officers and soldiers of His Majesty's forces out of uniform, not on duty. Civilians being British subjects.	Pink pass, issued by the ordnance officer in charge, under the orders of the D. G. O.
	Foreigners.	Green pass, issued by the D. G. O. with the sanction of the G. of I.

Appendix XX.

(Referred to in para. 338.)

Rules for the control of buildings, etc., on land lying within the authorised zones of works of defence, other than Fort William, Fort St. George, and Aden.

I.—Clearance zones shall be prescribed and clearly demarcated in the vicinity of all the works of defence which are enumerated in para. 335, and such other fortifications or places, as the G. of I. may decide.

II.—In such zones private land will be dealt with in strict accordance with the Indian Works of Defence Act; while in regard to State land the G. of I. will determine in each case what restrictions shall be applied to the construction of works, erection of buildings, etc. These restrictions will generally correspond to those stated in sections 7 (*a*), (*b*), and 7 (*c*) of the Indian Works of Defence Act, modified, if necessary, to suit the particular case (see Rule VII).

III.—When a clearance zone has been prescribed, no infringement of the restriction imposed will be permitted unless by the sanction of the authorities enumerated and to the extent shown, in Rule VI. Beyond exemptions shown in Rule VI, no works, variations of ground level, accumulations of materials, etc., or building operations, which contravene the prescribed restrictions, shall be permitted by any official or private person without the previous sanction of the G. of I.

IV.—Without the previous sanction of the G. of I. no State land within the prescribed clearance zone shall be transferred to, sold to, exchanged with, or permanently occupied by, any private person or municipality or corporation not immediately subject to the executive orders of the G. of I.

V.—In order to ensure that the restrictions prescribed for zones are not infringed or lost sight of, the following procedure will be followed in regard to each zone after it has been demarcated:—

(*a*) A plan of the prescribed zone will be prepared on a scale sufficiently large to show all existing buildings, variations of ground level, banks, hedges, trees, etc., the maintenance of which has been permitted. These will also be entered on a schedule to be attached to the plan.

(*b*) The original plan and schedule will be kept by the O. C. the station who will be responsible that all sanctions, by competent authority, to deviation from restrictions laid down, have been noted on each, with a reference in the case of the schedule to the number and date of the sanctioning letter. The original plan and schedule will never leave the station, a copy being sent if required for any purpose by any one.

(*c*) On handing over the command of the station to another officer, the relieved officer will furnish a certificate to his successor to the effect that the original plan and schedule have been corrected and kept up to date as directed in clause (*b*) above.

(*d*) The R. E. officer who makes the detailed annual inspection of the fort, or work, in accordance with para. 336, will certify that he has compared the plan and schedule with the actual buildings and ground, and has satisfied himself that no buildings, etc., other than those noted therein, have been erected. This certificate will in the case of Class B and C zones, be forwarded in the ordinary manner to the D. G. M. W. In the case of Class A zones the certificates will be sent to the L. G. C. and retained by him.

(*e*) When a zone has been prescribed, and contains land in occupation by a civil department, the O. C. shall inform the civil authorities in whose charge the land may be, of the area of land thus affected and of the restriction which will be applied. Any modification of the original restrictions will be similarly communicated.

(Continued overleaf.)

VI.—The recognised exemptions, and the authorities granted power to sanction them, are detailed below :—

Competent authority for exemption.	*Class "A" Zone,* or outer section. Area may extend to 2,000 yards from work of defence.		*Class "B" Zone,* or intermediate section. Area may extend to 1,000 yards from work of defence.		*Class "C" Zone,* or inner section. Area may extend to 500 yards from work of defence.	
	Private land.	*State land.*	*Private land.*	*State land.*	*Private land.*	*State land.*
.....	Exemptions from restrictions of Section 7 (*a*), Works of Defence Act.	Exemptions from restrictions of Section 7 (*a*), Works of Defence Act, or such restrictions as may be laid down.	Exemptions from restrictions of Section 7 (*b*), Works of Defence Act.	Exemptions from restrictions of Section 7 (*b*), Works of Defence Act, or such restrictions as may be laid down.	Exemptions from restrictions of Section 7 (*c*) Works of Defence Act.	Exemptions from restrictions of Section 7 (*c*), Works of Defence Act, or such restrictions as may be laid down.
C-in-C. . .	No powers. (See powers of L. G. C., and others below.)	No powers. (L. G., C., G. O. C., etc., having necessary powers. See below.)	No powers. (See powers of L. G. C. and others below.)	Erection of permanent buildings.	No powers. Section 7 (*c*), Works of Defence Act (see Rule VII). (Requires sanction of the G. of I.)	No powers. (Requires sanction of the G. of I.)
L. G. C. . .	As in Section 7 (*a*), Works of Defence Act. (See Rule VII.)	(*a*) Erection and maintenance of permanent or temporary buildings, walls, banks and other constructions, including alterations and additions to existing works. (*b*) Variation in the ground level. (*c*) Temporary occupation of State land by private individuals or corporate bodies not subject to executive orders of the G. of I.	As in Section 7 (*b*), Works of Defence Act. (See Rule VII.)	(*a*) Erection and maintenance of temporary buildings, walls, banks, fences and other constructions, including temporary alterations and additions to existing buildings. (*b*) Occupation of land and variation of ground level as for a class A zone. (*c*) Growth of live hedges, rows or clumps of trees, or orchards.	No powers. (See Section 7 (*c*), Works of Defence Act.) (See Rule VII.)	No powers. (Requires sanction of the G. of I.)

Bde. Comdr. or Divl. Comdr. in the case of land situated in a station directly under Divl. Hd. Qrs.	As in Section 7 (*a*), Works of Defence Act. (See Rule VII.)	(*a*) Stacking storage or temporary accumulation of road ballast, manure, or agricultural produce. (*b*) Variations in ground level or construction of temporary walls and banks provided earth moved does not exceed 2,000 cubic feet. If above this amount requires sanction of L. G. C.	As in Section 7 (*b*), Works of Defence Act. (See Rule VII.)	As in (*a*) in a Class A zone.	No powers. (See Section 7 (*c*), Works of Defence Act.) (See Rule VII.)	As in (*a*) in a Class A. zone. Other exemptions require the sanction of the G. of I.
O. C. work of defence.	As in Section 7 (*a*), Works of Defence Act. (See Rule VII.)	Open railing and dry brushwood fences, and maintenance of such existing buildings, etc., as may have been permitted for the zone.	As in Section 7 (*b*), Works of Defence Act. (See Rule VII.)	Open railings and dry brushwood fences, and maintenance of such existing buildings, etc., as may have been permitted for the zone.	As in Section 7 (*c*), Works of Defence Act. (See Rule VII.)	Open railings and dry brushwood fences, and maintenance of such existing buildings, etc., as may have been permitted for the zone.

VII.—The following extracts from the Indian Works of Defence Act, VII of 1903, are republished here for general guidance.

* * * * * * *

3. (1) Whenever it appears to the local Government that it is necessary to impose restrictions upon the use and enjoyment of land in the vicinity of the work of defence or of any site intended to be used or to be acquired for any such work, in order that such land may be kept free from buildings and other obstructions, a declaration shall be made to that effect under the signature of a Secretary to such Government or of some officer duly authorized to certify its orders.

(2) The said declaration shall be published in the local official Gazette and shall state the district or other territorial division in which the land is situate and the place where a sketch plan of the land, which shall be prepared on a scale not smaller than six inches to the mile and shall distinguish the boundaries referred to in section 7, may be inspected; and the Collector shall cause public notice of the substance of the said declaration to be given at convenient places in the locality.

(3) The said declaration shall be conclusive proof that it is necessary to keep the land free from buildings and other obstructions.

* * * * * * *

7. From and after the publication of the notice mentioned in section 3, sub-section (2), such of the following restrictions as the local Government may in its discretion declare therein shall attach with reference to such land, namely:—

(*a*) Within an outer boundary which, except so far as is otherwise provided in section 39, sub-section 4, may extend to a distance of two thousand yards from the crest of the outer parapet of the work—

(*i*) no variation shall be made in the ground level, and no building, wall, bank or other construction above the ground shall be maintained, erected, added to or altered otherwise than with the written approval of the General Officer of the Command, and on such conditions as he may prescribe;

(*ii*) no wood, earth, stone, brick, gravel, sand or other material shall be stacked, stored or otherwise accumulated:

Provided that, with the written approval of the General Officer Commanding the District and on such conditions as he may prescribe, road ballast, manure or agricultural produce may be exempted from the prohibition:

Provided, also, that any person having control of the land as owner, lessee or occupier shall be bound forthwith to remove such road ballast, manure or agricultural produce, without compensation, on the requisition of the Commanding Officer;

(*iii*) no surveying operation shall be conducted otherwise than by or under the personal supervision of a public servant duly authorised in this behalf, in the case of land under the control of military authority, by the Commanding Officer and in other cases, by the Collector with the concurrence of the Commanding Officer; and

(*iv*) where any building, wall, bank or other construction above the ground has been permitted under clause (*i*) of this sub-section to be maintained, erected, added to or altered, repairs shall not, without the written approval of the General Officer of the Command be made with materials different in kind from those employed in the original building, wall, bank or other construction.

(*b*) Within a second boundary which may extend to a distance of one thousand yards from the crest of the outer parapet of the work, the restrictions enumerated in clause (*a*) shall apply with the following additional limitations, namely:—

(*i*) no building, wall, bank or other construction of permanent materials above the ground shall be maintained or erected:

Provided that with the written approval of the General Officer of the Command and on such conditions as he may prescribe, huts, fences and other constructions of wood or other materials, easily destroyed or removed, may be maintained, erected, added to or altered:

Provided, also, that any person having control of the land as owner, lessee or occupier shall be bound forthwith to destroy or remove such huts, fences or other constructions, without compensation

upon an order in writing signed by the General Officer Commanding the District; and

(*ii*) live hedges, rows or clumps of trees or orchards shall not be maintained, planted, added to or altered otherwise than with the written approval of the General Officer of the Command and on such conditions as he may prescribe.

(*c*) Within a third boundary which may extend to a distance of five hundred yards from the crest of the outer parapet of the work, the restrictions enumerated in clauses (*a*) and (*b*) shall apply with the following additional limitation, namely:—

no building or other construction on the surface, and no excavation, building or other construction below the surface, shall be maintained or erected:

Provided that with the written approval of the Commanding Officer and on such conditions as he may prescribe, open railings and dry brushwood fences may be exempted from this prohibition.

* * * * * * *

39. (4) Notwithstanding anything contained in section 7, clause (*a*), any land upon the use and enjoyment of which restrictions are imposed under this section, may be included in the outer boundary, even though its distance from the crest of the outer parapet exceeds two thousand yards.

Volume III.—Financial Instructions.

General.

Claims and Recoveries.

Adjustment of claims.

58. Claims on account of Government will be adjusted as follows:—

(i) An advance of pay (other than an advance of privilege leave pay, which should be adjusted in full, monthly, as the pay falls due); retrenchments on account of excess issues of pay and unauthorised expenditure; stoppages other than those awarded under the I. A. W.; the value of losses and all other claims for which Government holds an officer liable; also India Office claims; shall be recovered in monthly instalments of one-third of emoluments.

(ii) An advance of travelling allowance on submission of the travelling allowance bill.

NOTE.—The full amount of an advance will be summarily retrenched from the second pay bill or pay list rendered subsequent to its receipt, should the travelling claim in adjustment not have been submitted beforehand.

(iii) An advance made for a public purpose, such as to assist in establishing a regimental institute, etc., will be repaid by instalments within one year, unless this period be extended by competent financial authority.

(iv) All other advances in monthly instalments of one-fourth of emoluments.

NOTE.—Unless exceptional circumstances render it necessary, in which case an application on the subject should be submitted to the C. M. A. concerned, no recovery or remittance due from or to any individual who has proceeded out of India on furlough or leave will be made. Such transactions will be adjusted on his return to India.

* * * * * *

Limitation of claims.

59. All claims to pay and other pecuniary advantages admissible under the regulations must be preferred as soon as they arise and officers are liable to be held personally responsible for avoidable delay. Unless in such exceptional circumstances as shall be approved by the G. of I., claims which are not preferred within a period of three years shall be deemed to be forfeited. Claims preferred within twelve months will be dealt with in the usual way, and those preferred after the expiration of one year and within three years will be disposed of by the C. M. A. concerned or the E. M. W. Accts.

Stock book rates and payment issues.

Payment issue rates.

61. Unless special rates or abatements are elsewhere prescribed (see also Appx. II), the rates to be charged for payment issues will be the stock book rates (*plus* cost of carriage when not authorized) as published by the M. A. Dept. The amount to be recovered for stores lost or destroyed by neglect will be assessed with due regard to the period the article has lasted * *. If an article be damaged but repairable, the amount to be recovered will be either $\frac{2}{3}$rds the stock book rate or the cost of repairs, whichever is greater, and for the loss of an unserviceable article $\frac{1}{10}$th the stock book rate.

NOTE 1.—Except as regards those mentioned in Appx. II, who will be charged the rates therein shown, the recovery rate (to be fixed annually by the C. M. A., Eastern Command, and published in I. A. O.) for small arms ammunition issued on payment will be as follows:—

Troops including Volunteers:—For issues within sanctioned limits, half the latest manufacturing cost, and for quantities in excess, the full manufacturing cost.

All others:—Stock book rates *plus* 29% to cover departmental and general charges.

NOTE 2.—Ready-made garments issued to British troops on payment from regimental stock will be charged for at compensation rates. Materials required regimentally from factories on payment will be charged for at stock book rates *plus* 5 % to cover the cost of packing and carriage.

NOTE 3.—Claims against railways for the value of ordnance stores lost in transit will be charged at stock book rates *plus* 4% to cover cost of transport from sea-board to place of issue in the case of imported stores, and from place of purchase or manufacture to the place of issue in the case of local stores.

62. In cases in which [see para. 63 (i)] the cost of payment issues is recovered through the medium of valuation statements issued by an audit officer, the following procedure (see A. R. I., Vol. II) will be observed :— Payment requisitions.

Class I.—The original requisition, amended in red ink and initialled by the supplying officer if articles other than those demanded are supplied, with a copy of any other voucher necessary to assess the charge, will, on the day the stores are despatched, be forwarded to the examiner concerned, who will forward a valuation statement for the cost of the stores to the officer to whom they have been supplied.

Class II.—A memorandum in which are enumerated the articles passed for supply, will be furnished by the supplying officer to the examiner concerned. The examiner will return the memorandum duly priced to the supplying officer and at the same time send the person making the requisition a valuation statement of the cost of the articles and an intimation that on his paying their value the stores will be despatched. Approved requisitions for medical stores required by medical institutions independent of Government are to be treated as payment requisitions of the first class, but the valuation statement should be sent to the local Government for acceptance.

Class III.—These requisitions (unless otherwise ordered by Government) will be dealt with as payment requisitions of the first class.

NOTE 1.—When a payment requisition (other than of the second class) is complied with by instalments the original requisition will be furnished in support of the first issue, and a certified copy of the delivery voucher in support of each subsequent issue.

NOTE 2.—When issues are made on payment which are not entitled to be sent at government expense the supplying officer must note on the requisition or memorandum forwarded to the examiner the value of packing material, cost of cartage, cooly hire and any other incidental charges connected with the despatch of the stores.

NOTE 3.—Payment requisitions from firms of known respectability and standing may, at the discretion of the administrative officer of the supplying department, be treated as class I requisitions, and the examiner in forwarding the valuation statement will request the firms to pay the value of the stores within seven days.

63. Recoveries on account of stores issued on payment, or services rendered, will be effected as follows :— Valuation statement and priced receipt and delivery vouchers.

(i) Sums due for payment issues and services rendered (other than those affecting the S. and T. corps), amounts recoverable on account of loss or damage to Government property (including S. and T. stores other than those in charge of that corps), and all stores issued to native states and Imperial service troops will be adjusted by means of valuation statements (I. A. F. A57) issued by the audit officer concerned.

Exception.—The value of hospital stores or equipment lost or damaged by patients will be recovered by medical officers on valuation statements (I. A. F. A 57) which will be issued by them against the officer through whom the men draw their pay.

(ii) Sums due for S. and T. supplies made and services rendered to units in direct account with Government will be recovered by S. and T. officers by means of priced receipt and delivery vouchers (I. A. F. Z2096 or I. A. F. S1571 for rum and malt liquor) in the case of issues from stock, and by valuation statements (I. A. F. A57) in the case of services rendered and direct supply by purchase. Sums due from mixed detachments and individuals not in direct account with Government must be recovered in cash.

Exception.—No vouchers or valuation statements are necessary for rations issued to corps on payment, the indebtedness of the corps concerned being adjusted through the medium of the ration certificate (I. A. F. S1518) which accompanies the G. S. Accts.

Pay and Allowances.

71. * * * The allowances of an officer transferred from military to civil duty will be paid by the Civil Department from the date on which he Officers transferred.

gives over charge of military duty; when transferred from civil to military duty, his allowances will cease to be payable in the Civil Department from the date on which he relinquishes charge of his civil duty. This rule is also applicable to the case of an officer transferred from one department to another.

NOTE.—The word "allowances" in this para. includes travelling allowances. It is to be understood that the pay of an officer who relinquishes military for civil duty in the forenoon will be chargeable to the civil department for that day; if, on the other hand the officer relinquishes military duty in the afternoon, his pay for that day will be, chargeable to the military department, and *vice versâ* in the case of an officer transferred from civil to military duty. An assistant surgeon in civil employ making over a temporary charge to the permanent incumbent will, however, draw the pay of his rank from the Military Department during the period he may be awaiting orders for his disposal, even though he may be eventually reappointed to the civil department.

Pensions.

Attachment by a civil court.

109. No pension whether due, or to become due, can be attached by process of any court until it has actually been paid, but a public claim against a pensioner is recoverable from his pension. Conversely no pensioner can assign or sell any interest in respect of a pension not then due.

Arrears of pension.

116. Claims to arrears of pension which have not been made within a period of twelve months will be investigated and paid at the discretion of the pension disbursing officer. Claims preferred after the expiration of one year and within three years will be settled by the pay examiner concerned. If after the expiration of three years no explanation has been received of the cause of a pensioner failing to draw his pension, his name will be struck off the pension establishment. A pensioner thus struck off the rolls may be re-admitted at the discretion of the C. M. A., concerned.

Payments to heirs of deceased pensioners.

117. Subject to the provisions of the preceding para. so far as they apply, the arrears of pension due to the estate of a deceased pensioner will be paid to the nominated heir of the deceased after such inquiry as to the rights and title of the claimant as the pension disbursing officer may deem necessary, or in the case of a dispute to an administrator appointed by a civil court.

NOTE.—Arrears due to the estate of a deceased native pensioner who drew his pension from the Nepal treasury will be paid by the Resident. In the case of Gurkha pensioners certificates of death and heirship granted by the local Nepalese durbar official must be countersigned by the Resident or the R. S. O. for Gurkhas.

Security deposits.

How calculated.

118. Security deposits need not be taken from jails, regiments, or large and reliable firms. In other cases the amount of the security deposit will ordinarily be calculated as follows, in tens of rupees on the estimated value of the supplies for one year at the rates accepted—

(*i*) for a contract not exceeding ₹10,000 in value, 10% with a minimum of ₹25;

(*ii*) for a contract between ₹10,000 and ₹30,000 in value, 7% with a minimum of ₹1,000 and a maximum of ₹2,000;

(*iii*) for a contract exceeding ₹30,000 in value, 5% with a minimum of ₹2,000.

If the security deposit exceeds ₹6,000 the amount may be specially fixed by the administrative officer concerned, who may also at his discretion increase or decrease the amount of the security to be furnished with reference to the probable loss or inconvenience that would result to Government from failure on the part of the contractor.

127. In the case of savings bank deposits, the depositor must himself lodge the money in the savings bank and sign the necessary security deposit form obtainable from the post office. He will then deliver the pass book to the officer concerned, who will satisfy himself by an inspection of the entries on page 1 that the amount deposited has been correctly pledged. Such securities cannot be withdrawn from the savings bank without the written permission (I. A. F. Z2141) of the officer to whom the security is pledged. Should there be any claim outstanding against the depositor, the amount of such claim, if necessary, will be withdrawn by the officer concerned and paid into the treasury to the credit of Gov-

ernment. The post office will pay the deposit money in whole or in part to the officer to whom the security was pledged, even though the depositor refuses to surrender his pass book.

Contracts.

Jail supplies.

134. If the articles required can be supplied by the Jail Department equal in quality and at prices not exceeding those which obtain in the local market, the jail should be invited to undertake the supply, and it will not then be necessary to invite further tenders.

Advertisements.

135. The advertisement calling for tenders for a contract should be published by any or all of the following methods with reference to the importance of the contract, and the nature of the supplies:—By advertisement in the government gazette and local papers, English and vernacular, and in the case of important contracts in the papers of other provinces, or by notices on I. A. F. Z2137 which should be forwarded to the civil authorities to be posted in public places, or to be circulated to likely tenderers. In such advertisements it will suffice to state in general terms the articles for which tenders are invited, and refer tenderers for further particulars to the officer signing the advertisement who will supply likely tenderers with tender forms.

When the demand for any particular supply is very large, a separate advertisement should be issued for it, and tenders for the whole or for any fixed portion may be called for.

Miscellaneous.

Records of service.

154. The records of pension service of every officer eligible for leave and pension under Indian rules will be kept by the C. M. A., or the E. M. W. Accts. as the case may be, and to ensure the correctness of such records, all matters affecting an officer's service for pension or furlough should be communicated to the authority in charge of his record of service. When an officer returns to India from duty under the Imperial or a colonial government, a report of the nature and duration of such duty should be sent to the C. M. A. for entry in this record.

When the grant of leave out of India (elsewhere than to the colonies) to any of the abovementioned officers is notified, the officer in charge of the record of service will forward to the Under S. of S. a statement of his services in I. A. F. Ll179.

Claims, submission of.

156. * * * * Claims of U. L. soldiers to gratuities for long service and good conduct will be dealt with by the department in which they are serving, the payments in the case of civil departments being subsequently adjusted as army charges.

Treasure guards.

160. When an officer is on detached duty and in charge of government treasure, he should, if a military guard is not available, apply through the prescribed channel for a police guard. Police guards will be supplied free of charge, but their travelling expenses and any authorised remuneration, over and above their pay, will be borne by the military estimates and charged in contingent bills by the officer under whom the guard is employed.

Famine duty.

164. When an officer or soldier is employed on famine duty under a civil department the audit officer will be at once informed of the station to which he has proceeded to enable him to send to the treasury officer of the district instructions regarding the issue of the individual's pay.

Settlement of accounts of corps and details leaving India.

Surplus cash.

202. Paymasters of corps embarking for England or the colonies will pay into the civil treasury at the port of embarkation, supported by a a receivable order on I. A. F. A507, or in the case of corps halting at Deolali to the depot paymaster at that station, any surplus money in their possession and charge the amount in their final G. S. Accts. supported by the receipt for the money.

Supply and Transport.

General instructions.

Payments at stations where there are no treasuries.

233. When payments on the public service are made to S. and T. agents at outstations where there are no government treasuries, from the surplus funds placed at the disposal of the S. and T. corps by the postal and telegraph departments, S. and T. officers will pay the amounts thus utilised to those departments by cheques on the treasuries to which the surplus funds would ordinarily be remitted. In cases in which it is impracticable to make the payments from such surplus funds, or through regimental paymasters, remittances may be made by postal money orders if no more economical means of making them can be devised.

Cash receipts.

245. Cash and currency notes for more than R10 should not, if avoidable, be received by S. and T. officers; when tendered, a receivable order (I. A. F. A507) on the nearest treasury should be furnished to the tenderer and the treasury receipt will support the entries in the cash book and schedules.

Military Works Services.

Accounts.

Deposits with banks.

311. No officer of the M. W. S. may have a deposit account in his public capacity with a treasury or bank without the previous sanction of the Accountant-General, P. W. D., which will only be given in the case of the funds of private or public institutions financially independent of Government, or of voluntary subscriptions for any public or quasi-public purpose. In such cases the payments and receipts should be entered in the cash column of the cash book, the balance in the bank must be shown as an advance in the balance of the account current and a voucher must be submitted certifying to the balance.

Cash receipts.

328. Any cash receipts that an Asst. C. R. E. may realise, except credits in his cash book to income tax, service funds, etc., should be paid into the treasury to the credit of Government, either at once, or before the end of the month. If paid by cheque, the Asst. C. R. E. will draw the cheque in favour of himself and endorse it with the words "Received payment by transfer credit to the M. W. S." The cash or cheque should be sent to the treasury with the remittance book (P. W. F. 20 C), which contains the instructions on the subject.

Miscellaneous.

Funds for contribution works.

364. Amounts realised as contributions should be paid into the treasury to the credit of the M. W. S., in whose accounts they should be shown as "deposits." No interest will be allowed on such contributions and no advance of Government money for contribution works will be permitted, nor will Government be responsible for any expense or loss due to stoppage of work pending the receipt of further instalments.

Charges for churches and cemeteries.

365. All State charges for churches and cemeteries under the M. W. S., are ordinarily debited to "Imperial civil works" under "civil buildings." The Asst. C. R. E., in communication with the chaplain, will prepare and submit by the 1st September separate estimates under the following heads:—

(i) new works connected with churches and church compounds.
(ii) new supplies of furniture and articles of service.
(iii) new works connected with cemeteries.
(iv) repairs to churches, furniture, and compounds.
(v) repairs to cemeteries (ordinary).
(vi) repairs to cemeteries, such as planting and maintaining in decent order, to be carried out by the officer in charge.
(vii) repairs to endowed tombs.

Funds for (vi) will be advanced by the Asst. C. R. E., and treated as "miscellaneous advances," until bills for the expenditure are rendered

by the officer in charge, when they will be accounted for by the Asst. C. R. E., in the usual manner. The estimate for (vii) must not exceed the interest on the capital sum of the endowment at $3\frac{1}{2}$ per cent. *plus* any unspent balances.

Chaplains' quarters.

366. The cost of providing quarters for chaplains is chargeable to provincial revenues to which the rents received will be credited. Sanction for the work must in each case be obtained from the local Government.

Accounts of endowments of tombs.

367. When an endowment for a monument is paid to the Asst. C. R. E., the amount must be entered in the cash book as a "deposit" received, and must be paid into the treasury with a remittance note (I.A. F. W 1828) for credit to the civil department. The treasury officer's receipt will be submitted by the Asst. C. R. E. with his accounts to the E. M. W. Accts., and a note to that effect will be entered on the counterfoil of the remittance note; the amount will then be entered in the register of endowments (I. A. F. W 1824). An account of all endowments will be kept on I. A. F. W 1825 and a separate ledger account on I. A. F. W 1826 for each "special" endowment of over Rs. 25. On intimation from the E. M. W. Accts. of the interest that has accrued on the endowments in his district, the Asst. C. R. E. will enter the amount in I. A. F. W 1827 and credit in his accounts to revenue. Such interest will form a common fund to be used exclusively for the repair of all endowed tombs, except that the interest on a "special" endowment shall be used only for the monument so endowed.

Establishment tools and plant charges.

374. When work is done for another department, except in the case of expenditure on :—the purchase of land, house property or furniture; stores in England and exchange charges; compensation for quarters or sittings in churches; watchmen's wages; and expenditure incurred by other than M. W. S. officers, the following charges shall be made :—

Establishment.—23% on the outlay on works and repairs, *plus* 5% realised from civil works and 10% on all direct revenue realised from irrigation works.

Special revenue establishment.—Where a separate establishment is entertained for the collection of irrigation revenue, the whole cost will be debited to the fund concerned instead of the 10% charge.

Barrack department.—The charge for establishment will be at 10% on the outlay on furniture that is not supervised by a special barrack establishment.

Tools and plant.—$1\frac{1}{2}$% on the outlay on works and repairs, except in the case of irrigation works where the actual cost will be charged instead of the percentage rate.

THE ASIATIC SOCIETY OF BOMBAY LIBRARY

Appendix II.

(Referred to in para. 61.)

Table showing the percentages to be added to the stock book rates of articles issued on payment or utilised on works and repairs.

Items.	PAYMENT ISSUES.					WORKS AND REPAIRS.		
	S. AND T.	ORDNANCE.	MEDICAL.		CLOTHING.	ORDNANCE.		MEDICAL.
	Municipalities, native states, Imperial service troops, and private individuals.	Municipalities, native states, private individuals, colonial and local Governments and police.	Colonial and local Governments, civil departments, silladar cavalry, and charitable dispensaries.	Municipalities, native states, Imperial service troops, cantonment hospitals and medical institutions independent of Government.	Departmental officers with honorary rank, soldiers (U.L.), hospital assistants, retired native officers, municipalities, native states and private individuals.	Marine and other government departments.	Municipalities, native states, public trusts, and private individuals.	No charge will be made to the civil department for the repair of medical instruments, but when such instruments are returned into store, credit for the value of the repairable instruments will be afforded to the returning department at two-thirds of the rates of the articles when serviceable. Repairs to field medical equipments belonging to the Imperial service troops will be charged at the actual cost of such repairs.
Departmental charges.	10	15	10(*b*)	20( )	5	4(*d*)	20(*e*)	
Customs duty on imported stores.	5(*a*)	10(*a*)	...	5(*f*)	5(*a*)	...	...	
General charges	...	14(*c*)	8(*c*)	8(*c*)	4(*c*)	...	80	

(*a*) Only applicable to claims against municipalities and private individuals; and when ordnance stores are manufactured partly from indigenous and partly from imported raw materials; this percentage will not be added to stock book rates.
(*b*) In the case of issues to silladar cavalry regiments read 5%.
(*c*) Percentages on account of general charges are only added to stock book rates when calculating rates, for manufactured stores.
(*d*) To be added to the price of materials used, calculated at stock book rates, and to the sum of these two items add the actual cost of labour.
(*e*) To the price of materials used, whether calculated at stock book rates when materials are issued from stock, or at local purchase rates, *plus* 10% when materials are specially purchased, add departmental charges, *plus* actual cost of labour, and to the sum of these items add the percentage of general charges.
(*f*) Not applicable to Imperial service troops.
(*g*) In the case of local medicines, etc., containing excisable ingredients, 10% excise duty will also be charged except to Imperial service troops.

NOTE I.—Except in cases authorised in A. R. I., Vol. II, the cost of carriage will be paid by the consignee.

NOTE II.—When ordnance stores issued to other Government Departments have been specially purchased, the charge against those departments will be made at the actual cost of the stores *plus* 10% to cover departmental charges *plus* actual cost of transport from place of issue.

Volume VI.—Ordnance.

Inspection of Arms.

Duties C. C. M. A.

15. Every C. C. M. A. will annually inspect the small arms of units, and machine guns of armaments, within his circle. When on tour he will inspect, if called upon to do so, the arms in possession of the police at any station he may visit in the course of his duties.

Volume V.—Supply and Transport.

Stores and Stock.

34. As in the case of jail supplies * * . preference should be given to the Forest department when it can supply fuel of a quality equal to that obtainable in the market, and at a rate not exceeding the market price. Preference to supplies by Jail and Forest Depts.

Provisions, British Troops.

65. Departmental officers with honorary rank, warrant and N. C. Os. and men, may purchase any articles of rations required for bonâ fide consumption by themselves and their families, provided the issue can be made under ordinary existing arrangements. This privilege may also be extended, under the sanction of the L. G. C., to any government servant or pensioner, and their families, or to any government institution, when articles of good quality are not locally procurable and the issue can be made by the S. and T. corps without inconvenience. Issues on payment.

Silladar Camel Corps.

98. One direct commission as ressaidar (3 in the Quetta corps) may be granted in each corps to sons of large camel owners of the districts from which the corps are raised. They will remain on probation for one year. Recommendations will be made by commandants, through the civil or political officer, to the L. G. C., by whom they will be submitted to the Q. M. G., India, for the approval of the G. of I. Native officers.

Service Grantee Camel Corps.

106. Grants of lands have been made to camel owners, on lands within the boundaries of the Chenab colony, on condition that they maintain a fixed number of camels for military service. These camels are formed into service grantee corps, which, when employed, are organised in the same manner as expanded silladar camel corps, but have no depot troops. Each corps will be embodied for training for 15 days in each year. The civil authorities will make, enforce, and settle all disputes connected with the agreements under which the camel owners are required to produce, within fifteen days in the case of war and one month in other cases, their branded camels in sound and serviceable condition, complete with efficient pack saddles and loading ropes, and one surwan, who must be enrolled under the I. A. W., per three camels. In addition to the grant of land, Government undertakes to provide free grazing for 4 camels (including young) for every registered camel in addition to the registered animal itself, and to pay the owners ₹7 per month for each camel employed in peace, and on field service such rates and privileges as may be fixed for hired camels. Organisation and terms of service; also training.

107. An officer of the S. and T. corps is stationed at Lyallpur to act in concert with the civil authorities of the colony. His duties will be to approve and brand all tendered camels; to accept and enrol the attendants; to keep in touch with the grantees; to periodically inspect, and cast any unfit branded camels; to consider all mobilisation arrangements; and to maintain registers of attendants, branded and grazing camels, casualties, and any other required documents for each corps. He will be assisted by a risaldar, quartermaster dafadar, veterinary dafadar, clerk, and two coolies, for each camel corps. Duties of registration officers.

Reserves.

125. The rules for native army reservists regarding enrolment; serving notices and calling out for service; steps to be taken for the apprehension of deserters; employment in civil capacities; responsibility General rules.

for notifying changes of address; trial by civil power; parchment certificates; and medical examination during training as given in A. R. I., Vol II; and as regards the disbursement of pay, and rewards for the apprehension of deserters, as given in A. R. I., Vol. I., are applicable to transport reservists.

Supply of Carriage.

Loan of Government transport.

141. Any available Government transport may, under the orders of the O. C. the station, be lent for the use of troops and their families within the station. It may also be hired out to military and civil officers at the following rates, with the sanction of the G. O. C., who in the case of injury to, or death of, animals so employed, will decide to what extent the officer concerned is liable:—

	by the day. any excess over ordinary	by the month. cost of keep in the station.
	₹ a. p.	
per elephant . . .	0 8 0	a reduction of 10 per cent. on the amount arrived at from the daily rates will be allowed.
„ camel	0 5 0	
„ pack bullock or donkey .	0 7 0	
„ pack mule	0 14 0	
„ A. T. cart with 2 bullocks .	1 4 0	
„ „ 2 mules . .		

Except when marching with troops, officers hiring government transport are responsible for the proper feeding of the animals, the cost of which is recoverable on their submitting a simple account showing particulars and price of forage purchased, and a certificate that purchases were made at current rates and vendors paid in their presence. The account will be submitted at the end of each month to the officer from whom the animals were obtained. In the case of regimental transport the hire will be credited in the general state.

Hired carriage for private purposes.

142. The following rules govern supply of hired carriage for private use engaged through the S. and T. corps:—

(i) hire of carts is calculated by the number of marches in the "Route Book" or usually made by troops, and number of halts. Thus for 30 stages an officer must pay 34 days' hire (*i.e.*, 30 marches and 4 halts). Halts in excess of one in seven days, due to circumstances beyond the control of the owners or attendants of hired carriage are paid for by the hirer. Hire of camels is charged from the date they are taken over, and return hire at one day's hire for every 20 miles or fraction thereof. The pay of any necessary supervising establishment, except missildars, will be paid by the indenting officer. Camels discharged from private duty owing to death, departure, etc., of officers employing them, may, if fit, be transferred to public duty for the period, not exceeding one month, they may remain unemployed.

(ii) return hire (when authorised) is payable by the employer from the day the carriage is discharged unless service on return is procured.

(iii) the rates for carriage supplied to native troops and others are as follows:—

government carriage	those given in para. 141.
contract carriage through contractors	current contract rates.
district carriage, hired from civil authorities	current local rates.

Camel missildar.

143. When more than 15 hired camels are supplied for private duty with corps, ₹10 per month will be paid by the State to a missildar who will be the channel of communication between the O. C. and the camel attendants.

Volume VI.—Medical.

Indian Medical Service.

8. Transfers of medical officers to, or from, civil or military employment, will be arranged between the G. of I. in the Home or other civil department concerned, and the C-in-C. Officers of the I. M. S. are ineligible for civil employment unless they fulfil the conditions laid down in Appx. I,* and their services can be spared. They may be recalled to military duty at any time, it being understood that the army has the first claim on them. Transfer to and from civil employment.

* Two years in military employment and passed the L. S. Urdu.

Indian Subordinate Medical Department.

11. The I. S. M. D. is recruited and trained in India for military and civil duties. Its members are employed under the same system, as far as possible, as the I. M. S., a proportion being in civil employment, but liable to recall at any time for military duty. Transfers from military to civil employment and *vice versâ* will be arranged between the P. M. O., India, and the D. G., I. M. S. * * * * The department is divided into— General. Transfers to and from civil.

(*a*) Assistant surgeon branch, for duty with the British army.

(*b*) Hospital assistant branch, for duty with the native army.

13. The strength of the assistant surgeon branch will include the number required for— The cadre of assistant surgeons.

(*a*) military appointments;

(*b*) miscellaneous appointments (medical store depots, marine and telegraph departments, etc.);

(*c*) provincial and railway appointments;

(*d*) a reserve of 20 per cent. on (*a*), and 15 per cent. on (*b*) and (*c*).

The civil department may employ as many military assistant surgeons as it has work for. These will be supernumerary to the establishment shown under (*a*) and (*b*) and will be seconded; they will not be transferred to military duty unless their services are required by the C.-in-C. In no case are they to be transferred as a punishment.

14. The hospital assistant branch is divided into— Hospital assistant branch.

Native Officers.

Senior hospital assistants, 1st class, with the relative rank of subadar.

Senior hospital assistants, 2nd class, with the relative rank of jemadar.

Native warrant officers.

Hospital assistants, 1st, 2nd, and 3rd classes.

16. Civil hospital assistants are distinct from those of the military branch, but are liable, if required, for temporary military duty within their own province only if engaged before the 12th January 1887, otherwise both within and outside their own province. While so employed they will receive military rank and pay according to their service; but examinations passed while in military employ will not absolve them from passing the tests to which they are ordinarily subject, unless it is certified that the tests were equivalent. Military hospital assistants attested since 1st August 1894 are liable for temporary civil duty anywhere. Exchanges between military and civil hospital assistants are not permitted. Civil and military hospital assistants.

Administration.

Distribution of district P. M. Os.

37. P. M. Os. are appointed to the following divisions and brigades :—

Command.	P.M.Os. for Divisions and independent Brigades.	Direct charges.	P. M. Os. for subordinate brigades, charges being limited to those brigades.
Northern	1st (Peshawar) Divn.	All troops in Divn.	
	2nd (Rawal Pindi) Divn.	All troops under Divl. Hd. Qrs.	Abbottabad—Sialkot Bdes.
	3rd (Lahore) Divn.	All troops under Divl. Hd. Qrs., and Multan and Ferozepore Bdes.	Sirhind-Jullundur Bdes.
	Kohat Bde. Derajat-Bannu Bdes.	All troops in Bde.	...
Western	4th (Quetta) Divn.	All troops under Divl. Hd. Qrs.	Karachi Bde. (Includes civil medical administration of Sind.)
	5th (Mhow) Divn.	All troops under Divl. Hd. Qrs., and the Nasirabad Bde.	*Jubbulpore—Jhansi Bdes.
	* 6th (Poona) Divn.	All troops under Divl. Hd. Qrs., and the Ahmednagar and Belgaum Bdes.	*Bombay Bde.
	Aden Bde.	All troops in Bde.	
Eastern	7th (Meerut) Divn.	All troops under Divl. Hd. Qrs.	Bareilly-Garhwal Bdes.
	*8th (Lucknow) Divn.	All troops under Divl. Hd. Qrs., and the Allahabad and Fyzabad Bdes.	Presidency—Assam Bdes.
	*9th (Secunderabad) Divn.	All troops under Divl. Hd. Qrs., and the Secunderabad and Madras Bdes.	*Bangalore—Southern Bdes.
	Burma Divn.	All troops in Divn.	...

* Visitors to lunatic asylums in their areas of charge.

Executive duties.

M. Os. may not refuse to attend persons not in their charge.

41. Medical officers are required to attend without delay to sick calls from any persons entitled to medical attendance, and others in cases of emergency, taking such subsequent action as may be suitable with regard to those not in their official charge. In exceptional cases medicines for persons not in government service may be prescribed from public stores.

Relations to civil authorities and the public.

42. Unless required to do so by law in medico-legal matters, medical officers may not assist persons unconnected with the service in official subjects, or in private enterprises, without the sanction of Government. They shall not grant lunacy certificates except in accordance with the Lunatic Acts in force.

Temporary extra duties.

45. Medical officers in military and civil employment may be assigned temporary civil and military duties, respectively, as an extra charge, with the concurrence of the local Government and the Divl. Comdr. This sanction will cover changes of medical officers, if required.

Private practice.

53. Executive medical officers and subordinates may attend persons unconnected with government service, provided their duties admit of it.

Duties connected with recruits and reservists.

Native Army.

57. The examination of recruits for the native army, of soldiers for the reserve, and of attested non-combatants will be conducted by officers of the I. M. S. in military employment, and by civil surgeons when

military medical officers are not available. Recruiting staff officers are responsible for the measurements, apparent age, intelligence, and promise of development, of recruits selected by them, the medical officer being responsible for the physical and mental suitability, and identification marks.

Medical Attendance.

Medical attendance, gratuitous.

67. The following persons (and their families, except in cases marked*) are entitled, whether at their own or another station, to gratuitous medical attendance, including consultations between government medical officers when asked for by the appointed attendant, and such medicines and appliances as may be available from public stores† :—Military officers, lady nurses, army schoolmasters and schoolmistresses, warrant officers, staff sergeants of the U. L. and entitled pensioners (not pensioners' families), may be admitted into army hospitals if accommodation is available and the medical officer recommends this course; but they are entitled to attendance in their quarters if they prefer it. If an officer calls in any medical officer except the one provided by Government, the usual fees may be claimed.

Entitled persons.	*Appointed medical attendant.*
(*a*) All ranks, British troops, (*b*) All ranks, Native troops, in military employment‡ and not otherwise provided for.	A medical officer from the station hospital. (*See* Appx. I.) Medical officer in charge of corps.
(*c*) Army Hd.-Qrs. staff and clerks.	Surgeon to C.-in-C. (during his absence from Simla, the junior civil surgeon).
(*d*) Command Hd.-Qrs. staff and clerks, divl., brigade and station staff.	The staff surgeon.
(*e*) Officers, military subordinates, and establishments* (except civilian clerks) of the departments of the army, officers of the M. W. S., military subordinates of the M. W. S. and P. W. D., U. L. telegraph signallers, and military clerks employed in the military secretariat of the G. of I. and the offices of the D. G. O.	If residing— (*a*) in cantonments (or just outside, if no civil surgeon is available)—the staff surgeon; (*b*) in the civil lines—the civil surgeon; (*c*) within the limits of his charge—the district or presidency surgeon. At hill stations the civil surgeon attends all entitled persons not doing duty with troops.
(*f*) Officers, Royal Indian Marine. (*g*) Cantonment magistrates and chaplains. (*h*) **Military clerks in offices not mentioned above.* (*i*) *Military officers in civil employment. (*j*) European pensioners of the Indian military service, including retired departmental officers with honorary rank, and warrant officers, if not in receipt of a pension or gratuity from the civil department. (*k*) *Ditto—if in civil employment. (*l*) Civilian employés (other than clerks) of the ordnance department.	The staff surgeon will also attend all persons residing in the cantonment who may be entitled to gratuitious attendance under civil rules; unless the civil surgeon resides in the cantonment for his own convenience, when he will attend such persons. Where a civil or staff surgeon is not sanctioned, local arrangements will be made. Where an assistant surgeon or hospital assistant is sanctioned to assist the appointed medical officer, he will attend civilian clerks and others drawing less than Rs. 250 and Rs. 50, respectively.
(*m*) Sergeant-instructors of volunteers. (*n*) *Public followers. (*o*) Officers' servants (native).	Medical officer of volunteers, if there is one in the same station, otherwise as in (*e*). Staff of followers or cantonment hospital.

† From a military hospital or dispensary, if ordered by a medical officer in military employment; and from a State-aided civil dispensary, if ordered by a civil surgeon. Military staff officers at the presidency towns must provide their own medicines and appliances. Clerks are allowed medicines for their families, in all offices in Simla, and those in Murree during the winter.

‡ Officers on the unemployed and retired lists, who reside in India by permission, or for their own convenience, are not entitled to attendance.

Sanitation and prevention of disease.

Insanitary surroundings of cantonments.

72. The S. M. O. will keep himself acquainted with the sanitary condition of camping grounds and country in the neighbourhood of cantonments, and the health of the inhabitants, with a view to the detection of any condition which may threaten the health of the troops.

Inspection of water-supply by the S. M. O.

73. He will maintain a strict inspection of the water-supply from its source to the point of distribution with a view to the detection of possible pollution or deficiency. Samples of drinking water from each station will under the orders of the Bde. Comdr., be analysed before and after the monsoon each year, and any unsatisfactory condition noticed will be reported.

Infectious diseases and epidemics.

General rules for all infectious diseases.

83. Whenever disease of an infectious or epidemic character appears among troops, their families, or followers, the S. M. O. will at once take steps to trace its origin. The O. C. the station (or troops) will direct the measures to be taken in connection with the troops, and will arrange, if necessary, for the exercise of the powers given under the Cantonment Code for dealing with these outbreaks.

Reports of the occurrence, and the progress of the disease, with the action taken, should be made to the Bde.-Comdr. (and the civil authorities, if necessary), who will similarly report to the Divl. Comdr. and the L. G. C.

The following will be included in the measures to be adopted (see para. 84 for additional rules in the case of cholera), and the S. M. O. will be responsible that the necessary instructions are communicated to those concerned and carried out :—

I. (by the O. C. unit). The room and subsidiary buildings occupied or used by the sick should be at once vacated, freely ventilated, and no person allowed to enter them except for the purpose of purification.

The sick will be isolated within cantonment limits, either in buildings, grass huts, or the oldest suitable tents procurable without prohibitive delay or expense, as may be recommended by the S. M. O.

The contents (other than furniture) of infected buildings will be dealt with as follows, after fumigation and disinfection by the medical authorities :—coir infected by the sick should be burned ; other coir will be opened out, exposed to the sun and air, and beaten before being used again. All other articles which can be so treated without injury, should be boiled for half an hour, exposed to the air, beaten, and washed in soap and water. Articles which cannot be purified on the spot, or by removal to hospital, may, on the recommendation of the medical officer in charge, be burned.

II. (by the medical authorities). Infected buildings and their contents, kitchens, lavatories, latrines, ground, wells, conveyances, etc., will, so far as practicable, be fumigated and disinfected, and such further measures of the same kind as become necessary during the course of the disease will be promptly carried out. Infected tents will be fumigated, disinfected, and exposed to the air for ten days, before return to store.

The scale of authorised disinfectants is given in Army Tables, Medical, and Units (in the case of native troops).

III. (by M. W. S. or P. W. D.). The walls, ceilings, and all limewashed parts of a public building which has been occupied by a case of infectious disease, will be thoroughly scraped and limewashed. The floor, woodwork and furniture should be well washed with country soap and hot water. The doors and windows should be left open for ten days.

Cholera.

Special rules for cholera.

84. When cholera threatens, or prevails among troops, their families, or followers, the following measures, in addition to those laid down in para. 83, will be adopted as far as required for precautionary and preventive purposes. The O. C. the station will use his discretion as regards adhering strictly to these rules, but he will be responsible that every-

thing necessary is done for the prevention or stamping out of the disease and that all necessary instructions are communicated to those conerned :—

I.—The health, death-rate, and sanitary condition of bazars and of the surrounding district, should be ascertained and carefully watched, and all communication between infected and non-infected places prohibited so far as the regulations and the Cantonment Code permit.

II.—Native establishments will, if possible, be provided with temporary accommodation in the lines, and should be placed under strict sanitary supervision. Special arrangements will be made for their drinking water, and water for sanitary purposes will be provided at the latrines in iron tanks with taps. Similar tanks should be provided in all hospital latrines and labelled "for sweeper's use only."

III.—Perfect sanitary conditions should be enforced in every department ; special attention is necessary in the supervision of food and water, with reference to the sources of supply and possible contamination. Drinking water and *milk must* be boiled, and all uncooked food prohibited. Regimental institutes should procure bread, meat, cakes, etc., from regimental bakeries or the S. and T. corps.

IV.—Medicines supplied from hospital stores, should be available in all barrack rooms for the treatment of persons suffering from diarrhœa. Sweepers should be ordered to bring all such cases to notice.

V.—Camping grounds should be put in order under the supervision of a medical officer. Localities with a bad cholera history, or those much frequented by natives, must be avoided.

VI.—When a case of cholera occurs among the troops or families, the whole of the building in which it occurred, and the subsidiary buildings, will be vacated at once, and the measures laid down in para. 83 carried out. If a second case should occur among the party so moved out of barracks, it will be moved again, and on the occurrence of a third case the party must be moved out of cantonments into a sanitary camp.

The latter procedure should be adopted in the first instance if a number of cases occur in different buildings and if, from other circumstances, an outbreak is feared. If the disease continues unabated by the move, for a few days, into the sanitary camp, a fresh move will be made. In these, and other movements which may be undertaken, the principle to be aimed at is a change of accommodation and food and water-supplies. The distances need not be great, and the moves should be made in very open order and at right angles to the prevailing wind. If all the troops are moved into camp, the ordinary sick who are fit to be moved will accompany them. Movements by rail require the sanction of the Divl. Comdr. When these are undertaken, special latrine arrangements will be made at intervals along the line. The trains should not stop at the stations.

Cots, water, and cooking utensils used by the infected troops must be left behind. Cooking utensils should be at once retinned and then washed with permanganate of potassium. All articles which must be taken from an infected place should first be purified (see para. 83). Charpoys or straw are allowed for sanitary camps.

VII.—In sanitary camps, the tents should be spread over a large area, and a reduced number of men placed in each. Every sanitary measure likely to be of benefit will be carefully attended to. New wells, or Norton's tubes, may be sunk, if required, to improve the water-supply. Everything should be done to promote the general health, comfort, and spirits of the men ; temperance and healthy amusements should be encouraged, and irksome duties, fatigue, and exposure avoided. During the continuance of cholera, such changes in food, and such extra diet and medical comforts, as the medical authorities may recommend, will be issued.

VIII.—The O. C. the station, or troops, will keep up communication with—

(*a*) the civil authorities—regarding the general state of the disease, the measures and movements adopted, and the extent to which co-operation or assistance is necessary ;

(*b*) the railway authorities—with reference to probable movements by rail (see VI);

(*c*) the officer in charge of the nearest arsenal or ordnance depot—with reference to possible demands for tents. If the number to be accommodated in camp is likely to exceed one-fifth of the garrison, extra tents will be demanded on emergent indent.

IX.—He will report—

(*a*) by telegraph, daily, to the P. M. O. of the Command and Divn., and of the Bde. (if not in the same station) during the continuance of the disease (see I. A. F. Z 2000); to the P. M. O., India, if the outbreak is a violent one or unusual events of importance occur. See Appx. V for telegraphic code. A report of the outbreak will be sent to the sanitary commissioner of the province;

(*b*) by post, to the Divl. Comdr. and the sanitary commissioner of the province, as laid down in I. A. F. Z 2000; and to the Bde. P. M. O. (if in the same station), daily, in lieu of the telegraphic report.

A special report of extra expenditure incurred in connection with the disease should be made to the D. A. G. as early as possible.

X.—The troops will not be allowed to return to cantonments until a safe interval has elapsed since the occurrence of the last case of cholera there, and in the camp. No building should be re-occupied unless ten days have elapsed since the occurrence of the last case in it, nor before it has been thoroughly purified.

XI.—European attendants for cholera cases should, as far as possible, be volunteers.

XII.—Whenever during a cholera epidemic of unusual severity the services of hospital servants call for special recognition, a full report will be submitted by the medical officer in charge for transmission to the C-in-C. and the G. of I.

Medical boards and invaliding.

Medical boards, how convened.

85. Medical boards, as described below, will be assembled under the orders of the Bde. Comdr. (the O. C. the station, in very urgent cases) and will consist of three medical officers, if available, but not less than two; the Bde. P. M. O., as a rule, acting as president. If it can be avoided, the medical officer in charge of a case should not be a member of the board which considers it, and in no case can he act as president.

(*a*) Standing—whenever required, at Divl. and Bde. Hd. Qrs.

(*b*) Periodical invaliding (British)—early in September, January and (if necessary) February.

(*c*) Annual invaliding (native troops and followers)—ordinarily in November, at the Hd. Qrs. stations of corps or depots. Men of the Punjab police may be brought before these boards. When a board cannot be assembled, the O. C. corps is authorised to dispose of cases on the certificate of the medical officer.

(*d*) Special—at any time, or place, as required.

Insanes.

Admission to and discharge from lunatic asylums

87. Whenever any person subject to the provisions of the A. A. has been declared a lunatic, and it appears to either the P. M. O., India, D. G., I. M. S., surgeon-general with the Government of Bombay or Madras, or the P. M. O. of the Command to which the said lunatic belongs, that his immediate removal to, or detention in military custody until a convenient opportunity occurs for his despatch to England, is inexpedient, such officer may order the admission of the said lunatic into the lunatic asylum at Bhowanipore, Madras, Bombay, or Rangoon, or such other lunatic asylums as may be duly authorised for the purpose by the Governor General in Council, and the officer in charge of such asylum shall receive and detain the said lunatic therein until discharged

therefrom, in accordance with the military regulations in force for the time being, or until an admitting officer applies for his transfer to the military authorities in view to his removal to England.

Whenever it appears to the officer in charge of a lunatic asylum that the discharge of a military lunatic is necessary, either on account of his recovery or for any other purpose, such person shall be brought before the visitors of the asylum, and on the visitors recording their opinion that the discharge should be made, the authorised admitting officer shall forthwith order him to be discharged, and such discharge shall take place in accordance with the military regulations in force for the time being.

Disposal of insanes by Command P. M. O.

89. The Command P. M. O. will, on receipt of the medical documents (see para. 86), decide whether the insane should be sent to a lunatic asylum, or be detained at his station pending embarkation for England. In the former case he will issue an admission order (I. A. F. M 1246), without which the patient cannot be removed from his station, whether for direct embarkation or not (see I. A. F. M 1246 and A. R. I., Vol. II).

Disposal of incurable insanes.

90. If an insane officer or soldier, after a reasonable stay in a lunatic asylum, shows no sign of recovery, he will, on application to the Command P. M. O., be sent to England.

Families of soldiers.

91. Insane wives or children of soldiers will, when necessary, be dealt with under the Civil Lunacy Act. I. A. F. M 1245 will be used for admission to an asylum.

Reports and Returns.

Medical certificates furnished by civil surgeons.

143. Civil surgeons will supply medical certificates (A. B. 172) when an officer under their care is placed on, or taken off, the sick list, as follows:—

(*a*) In the case of British Army—to the medical officer in charge of the station hospital.

(*b*) In the case of native corps—to the medical officer in charge of the corps.

Medical officers will include all such cases in their statistical returns.

Volume VIII.—Veterinary.

Officers.

Treatment of Govt. stallions.

14. Veterinary officers will, when requested, professionally assist purchasing officers of the remount department. They will, if their services can be spared, treat without extra remuneration, government stallions located on the line of railway and animals of the civil department when called on to do so.

Contagious and infectious diseases.

Report by civil authorities.

28. When a contagious or infectious disease appears among animals at a fair, or in the neighbourhood of a cantonment, or of a road used by troops, the civil officer of the locality is enjoined to report the matter at once to the nearest military officer who will inform any concerned.

Inspectors under the Glanders and Farcy Act.

37. The operations of an officer of the A. V. C. as an inspector under the provisions of the Glanders and Farcy Act, are confined to the area within a radius of five miles from the station or stations in his charge.

Appendix IV.

Fees and Allowances.

1. An officer of the Army Veterinary Service on duty—

(ii) under the provisions of the Glanders and Farcy Act within a radius of five miles from the cantonment in which he is quartered — is entitled to a fee of Rs. 16 for each centre at which he makes an examination. Should suspicious cases be reported at two or more serais or stages on a dâk line, he is entitled to a separate fee for the examination made at each place;

(iii) under the provisions of the Glanders and Farcy Act outside a radius of five miles from the cantonment in which he is quartered — is similarly entitled to a fee of Rs. 16 for each centre at which he makes an examination and to the travelling and detention allowances admissible to a veterinary officer visiting an out-station on duty (see A. R. I., Volumes I and X);

(iv) as a member of an examining board at a civil veterinary college — is entitled to the following daily fee during the period the board sits;—

	Rs.
Bombay veterinary college	15
Calcutta " "	16
Punjab " "	10

and to such travelling allowance, not including halting allowance, as is admissible under the Civil Service Regulations;

(v) when an officer travels by rail, Form E will be used.

2. When veterinary officers render professional service to native gentlemen in native states they may not, without the permission of the local Government, accept a fee exceeding Rs. 16 for one visit or Rs. 1,000 in the aggregate for attendance during one year on one or more animals belonging to the same person. In exceptional cases the local Government may sanction the acceptance of a fee not exceeding Rs. 1,000. If a fee or aggregate of fees as above, exceeding that amount is proposed, the sanction of the G. of I. must be obtained to its acceptance. Travelling expenses are not included in the fees.

Volume IX.—Volunteers.

Discipline.

37. A volunteer may not wear uniform when off duty unless he has first obtained the sanction of the O. C. the corps. Volunteers in uniform will not attend political meetings nor join in public political discussions or demonstrations. Uniform not to be worn off duty.

Courts-martial and courts of inquiry.

48. Courts-martial for the trial of members of volunteer corps will be convened under the provisions of Act XX, 1869 (Appx. I). If a member of a volunteer corps declines to appear before a court-martial after being duly warned, an escort should be sent to bring him before the court, but no force should be used. If he offers resistance, the O. C. can prosecute him before a magistrate under section 21, Act XX of 1869. Courts-martial.

Volunteer long service medal.

59. An application for the replacement on payment of a long service medal must be accompanied by a declaration made before a magistrate stating the circumstances in which the loss occurred, and the rank, name and corps of the person to whom it belonged, and will be submitted through the proper channel to the G. of I. Replacement.

Allowances on actual military service.

140. The following rules have been made in pursuance of section 28 of Act XX of 1869 as added by section 7 of Act X of 1896 (see Appx. I):—

(I) When a corps or any portion of a corps of volunteers is called out for actual military service, there shall be issued to the commanding officer a sum of Rs. 32 for the provision of necessaries for each volunteer assembling with it; and that sum shall be applied by the commanding officer, who shall, within one month of its receipt, account for it, and hand over any unexpended balance, to the volunteer. Allowances on calling out of corps.

(II) Every volunteer, who is not also a government servant, shall, while engaged on actual military service, be entitled to the Indian pay and allowances for the time being admissible in the like circumstances to a person of corresponding rank in the British regular forces. Pay and allowances of volunteers not in government service.

(III) Every volunteer, who is also a government servant, shall, while engaged on actual military service, be entitled— Pay and allowances of volunteers in government service.

(*a*) if at the time of being called out he was on duty or on leave on full pay, to the same pay and allowances as if he had remained on duty or on leave, or to the Indian pay and allowances for the time being admissible to a person of corresponding rank in the British regular forces, whichever are greater;

(*b*) if at the time of being called out he was on leave on less than full pay, to the same pay and allowances as if he had remained on leave, together with the Indian pay and allowances for the time being admissible to a person of corresponding rank in the British regular forces; and for all purposes of counting service he shall be deemed to have remained on duty or on leave, as the case may be.

(IV) Every volunteer shall, while engaged on actual military service, be entitled to the rations for the time being admissible to a person of corresponding rank in the British regular forces. Rations.

(V) Every volunteer shall, when released from actual military service, be entitled to a special additional allowance of Rs. 16. Allowance on release from actual military service.

Wound and family pensions.

(VI) Where a volunteer engaged on actual military service is wounded in action or otherwise injured in the performance of military duty, or where a volunteer so engaged is killed in action or dies of wounds or injuries so received, or disease so contracted, he or any member of his family, as the case may be, shall be entitled to the pension, gratuity or compassionate allowance admissible in the like circumstances to a person of corresponding rank in the British regular forces under the Royal Warrant for the time being in force; provided that any volunteer officer who is wounded or injured to such an extent as to be rendered permanently incapable of resuming employment similar to that on which he was engaged at the time of being called out for actual military service, shall, at his option, be entitled to receive for life, in lieu of the pension or gratuity admissible under this rule, half pay at the rate admissible to an officer of corresponding rank in the British regular forces under the Royal Warrant for the time being in force.

Notice given by volunteer in government service.

(VII) Every volunteer called out for, and proceeding on, actual military service shall, if he is also a government servant, give notice of the fact to his immediate superior.

Saving of higher pensions, etc.

(VIII) Where a volunteer who is also a government servant, or any member of the family of such a volunteer deceased, is entitled, by any other rules or regulations applicable to the case, to any pension, gratuity, or compassionate allowance higher than that admissible under these rules, such higher pension, gratuity, or compassionate allowance shall be payable in lieu of that admissible under these rules.

Public Stores.

Care of arms and accoutrements.

143. Arms and accoutrements will never be used for other than corps duties. Where there is an armoury, arms will be kept in it, but if the O. C. considers that they will not be neglected he may permit members to keep them at their own houses at their own risk. All arms in possession of the corps will be inspected once a quarter by the O. C. or an officer deputed by him, those in private charge being, if necessary, returned to the armoury for the purpose. A member proceeding outside the area in which the corps is recruited will not, without the written permission of his O. C., take his arms and accoutrements with him.

Miscellaneous.

Guards of honour.

202. No body of volunteers will take part in any public procession or ceremony or form a guard of honour except when ordered or allowed to do so by competent authority. The composition and strength of a guard of honour furnished by a volunteer corps should, if possible, follow the rules in A. R. I., Vol. II.

Appendix I.

The Statute law.

(Referred to in paras. 48 and 140.)

Extracts from the Indian Volunteers' Act, 1869, and the Indian Volunteers' Act Amendment Act, 1896.

PRELIMINARY.

Extent of Act.

(Act XX of 1869, S. 2).—This Act shall extend to the whole of British India and (so far as regards British subjects) to the dominions of native Princes and States in alliance with Her Majesty.

Definitions.

(Act XX of 1869, S. 4 as amended by Act X, 1896, S. 2.)—(1) "Magistrate" means, within the limits of the presidency towns, the chief presidency magistrate, and without those limits, a magistrate of the first class who is a justice of the peace.

(2) Volunteers shall be deemed to be on "actual duty"—

(*a*) when being trained or exercised either alone or with any portion of the regular forces, or

(*b*) when attached to or otherwise acting as part of or with any regular forces, or

(*c*) when serving in aid of the civil power; and

(3) "civil district" means a district as defined in the Code of Civil Procedure.

Formation and Dissolution of Volunteer Corps.

(Act XX, 1869.)

Formation of corps. S. 5.—Corps of volunteers may, with the sanction of the Governor-General of India in Council, or of the local Government, be formed in any part of British India or of said dominions.

Enrolment certificate. S. 6.—A certificate of enrolment in such corps signed by the commanding officer thereof shall be *primâ facie* evidence of such enrolment.

Power to disband corps. S. 7.—The Governor-General of India in Council or the local Government may disband any corps formed or enrolled under the provisions of this Act, or of Act No. XXIII of 1857, or remove from such corps any member thereof.

Application of Army Act.

Volunteers subject to Army Act so far as it applies to officers. (Act XX, 1869, S. 8 as amended by Act X of 1896, S. 3).—Every member of a corps of volunteers shall, for all military offences of which he shall be guilty whilst on actual duty or actual military service, be subject to the Army Act, so far as the same is applicable to officers and consistent with the provisions of this Act.

Courts-Martial.

Act XX, 1869.

Appointment of and sentences by general courts-martial. S. 9.—General courts-martial shall be convened and appointed by the commanding officer of the corps, with the sanction of the local Government, for the trial of military offences of which any member of such corps shall be guilty whilst on actual duty. No sentence of such court-martial shall be put into execution until after a report of the whole proceedings shall have been made to, and the sentence shall have been confirmed by, the local Government. The local Government may commute any such sentence for a less punishment or pardon the offender.

Composition of general courts-martial. S. 10.—General courts-martial shall consist of not less than nine members of the corps, and every member of the corps, whether an officer or not, shall be competent to sit and act as a member of such courts-martial.

Regimental courts-martial. S. 11.—Regimental courts-martial may be convened by the commanding officer of the corps, and shall consist of not less than three members of the corps.

Procedure of courts-martial. (Act XX, 1869, S. 12 as amended by Act X of 1896, S. 4).—The proceedings of courts-martial convened under this Act shall be conducted according to the laws and customs applicable to courts-martial held under the said Army Act, except so far as the same are inconsistent with the provisions of this Act.

Withdrawal from corps.

Power to quit the corps. (Act XX, 1869, S. 13 as amended by Act X, 1896, S. 5).—Any person enrolled as a member of a corps of volunteers, whether he shall have been elected or commissioned as an officer in such corps or not, may, except whilst on actual duty or actual military service, quit the corps upon giving to the officer commanding the corps, seven days' previous notice in writing of his intention so to do, or without such notice if the commanding officer of the corps shall consider it reasonable and allow him so to do.

Act XX, 1869.

Commissions to cease on retirement. S. 14.—Every commission to any member of a corps of volunteers appointing him an officer in such corps, shall cease upon his retirement or dismissal from the corps.

Delivery of arms belonging to Government by members quitting the corps. S. 15.—Every member of a corps of volunteers who shall have received any arms, ammunition, accoutrements, or uniform belonging to Government, or which shall have been furnished from the public stores, or at the public expense, shall, upon his quitting such corps,

or upon his dismissal therefrom,

or whenever he shall be required so to do by the commanding officer of the corps,

or whenever the corps shall be disbanded,

deliver up to the commanding officer or such person as he shall appoint to receive the same, all such arms, ammunition, accoutrements and uniform in good order and condition, reasonable wear thereof only excepted;

and in default thereof he shall pay such sum of money as shall be adjudged by a regimental court-martial to be assembled for that purpose by the commanding officer of the corps. A copy of such adjudication, signed by the president of the

court-martial, shall be sent to the principal court of original civil jurisdiction in the district in which the adjudication shall have been given, and shall be executed by such court as if it were a decree for money under the Code of Civil Procedure.

Local limits of service.

Local limits of service.

S. 16 as substituted by Act X, 1896, S. 6.—Subject to section 9* of Act X, 1896, for section 16 of Act XX, 1869, the following section shall be substituted, namely:—

No member of a corps or battalion of volunteers, other than naval volunteers, shall be bound without his consent to serve, or proceed on duty beyond the limits of the civil district in which he was enrolled, or, where a corps or battalion consists of volunteers enrolled in more civil districts than one, beyond the limits of the territory comprised in those districts; and

no member of a corps of naval volunteers shall be bound, without his consent, to serve or proceed on duty beyond the limits of the port to which the corps belongs, such port being construed to include the city or town after which the corps is named, and its suburbs, and the navigable rivers, channels and fairways leading thereto:

Provided that the local Government or the commissioner of the division, or other authority to whom power in this behalf may be delegated by the local Government, may exempt from service any particular corps or portion of a corps or any individual member or members of a corps by name. Exemption may be whole or partial in respect either of time or of area, or of both, as the empowered authority may see fit to prescribe.

Rules.

ACT XX, 1869.

O. C. to frame rules which shall be binding on the members.

S. 17.—The commanding officer of every corps of volunteers may frame such general rules as he may think fit for regulating the times at which, and the manner in which, the duties of the corps and of the several members or detachments thereof shall be discharged.

Such rules, when sanctioned by the local Government, shall be binding on the corps and on the several members thereof.

Penalties.

Not attending actual duty other than drill or parade.

S. 18.—If any member of a corps of volunteers, being warned for actual duty other than drill or parade, shall, without reasonable excuse, neglect to attend such duty, he shall be liable, upon conviction by a general court-martial, to a fine not exceeding one hundred rupees, or to simple dismissal from the corps, or to dismissal from the corps as unworthy to belong to it.

Not attending drill or practice.

S. 19.—If any member of such corps shall, without reasonable excuse, neglect to attend drill or parade at such times as may be appointed for that purpose,

Other minor military offences.

or shall be guilty of any neglect of duty or other military offence which in the judgment of the commanding officer of the corps will be sufficiently punished by a small fine,

he shall be liable to pay such fine, not exceeding fifty rupees, as a regimental court-martial shall impose.

Punishment for non-payment of fine.

S. 20.—If any member of such corps shall neglect or refuse to pay any fine to which he shall be sentenced by any court-martial, within such time as shall be fixed by the commanding officer of the corps, he may be dismissed by the said commanding officer from the said corps; and every such dismissal shall be recorded and reported to the local Government.

Penalty for assaulting or resisting volunteers in discharge of their duty.

S. 21.—Whoever assaults or resists, or abets within the meaning of the Indian Penal Code any person in assaulting or resisting any member of such corps in the discharge of his duty, shall be punishable, on conviction before a magistrate, with fine not exceeding two hundred rupees, or with imprisonment for any term not exceeding six months, or with both.

Recovery of fines.

S. 22.—In default of payment of any fine imposed by a court-martial under this Act, a copy of the sentence of the court-martial imposing the fine, signed by the president of such court, may be sent to a magistrate in the presidency town or the district in which the fine shall have been imposed, who shall thereupon cause the fine to be recovered as if he had himself imposed it.

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*S. 9, Act X of 1896 provides as follows:—

Nothing in the new section 16 substituted by section 6 of this Act or in the new section 27, added by section 7 of this Act, shall apply to any volunteer who was enrolled before the commencement of this Act unless he consents in writing to be bound by such new section 16 instead of by the section for which it is substituted, or by such new section 27, as the case may be.

The original section 16 ran as follows:—

No member of a corps of volunteers shall be bound, without his consent, to serve or proceed on duty beyond the limits within which he shall have voluntarily engaged to serve or proceed on duty, in accordance with the terms upon which the corps to which he belongs shall have been constituted; and in case no such limits shall have been fixed, he shall not be liable to serve or proceed on duty beyond 4 miles from the place at which he was enrolled.

Fines imposed under section 21 may be recovered in the manner provided by the law for the time being in force for the recovery of fines imposed by criminal courts.

POWERS OF VOLUNTEERS.

Power to disband and apprehend persons.

S. 23.—Any member of a corps of volunteers, whenever he may be in discharge of his duty as a member of the corps, and wheresoever he may then be, may disarm any person not being in Her Majesty's military or naval service, or a police officer, found between sunset and sunrise in any public street, thoroughfare, or other public place, armed with a sword, spear, gun, or other warlike instrument, without a pass or license for that purpose from the commissioner of police or other officer authorised by Government to grant the same;

and may also disarm any person found armed at any time contrary to law or to any order of Government, in any public street, thoroughfare, or other public place;

and may also apprehend and deliver over to a police officer any person so found armed in order that he may be dealt with according to law;

Forfeiture of weapons.

and the weapon so seized shall be forfeited to Government, or otherwise dealt with according to law, or to the orders of Government.

Power to prevent disturbances of the public peace.

S. 24.—Any member of such corps, whenever he is on duty, may prevent any disturbance of the public peace, and disperse any persons whom he may find assembled together to the number of five or more without reasonable cause between sunset and sunrise in any public street, thoroughfare, or other public place in which such member of the said corps may be in the discharge of his duty;

and may also apprehend any person reasonably suspected of having committed or being about to commit, any offence against the State, or of having abetted, within the meaning of the Indian Penal Code, or being about to abet, any other person in the commission of such offence; and deliver him over to some police officer.

MISCELLANEOUS.

Exemption from horse-tax.

S. 25.—Every mounted officer, and every mounted orderly of a corps of volunteers and every member of such corps, while he belongs to a troop of cavalry in such corps, shall be at liberty to keep one horse without being liable to pay in respect thereof any municipal or other tax imposed upon horses.

Suits for things done in pursuance of this Act.

S. 26.—No suit or other proceeding shall be commenced or prosecuted against any person for any thing done in pursuance of the Act, without giving to such person a month's previous notice in writing of the intended proceeding, and of the cause thereof, nor after tender of sufficient amends nor after the expiration of three months from the accrual of the cause of suit or other proceeding.

Ss. 27, 28, 29 as added by Act 1896, S. 7.—Subject to section 9* of Act X, 1896, after section 26 of Act XX, 1869, the following sections shall be added, namely:—

SUPPLEMENTAL.

Calling out of volunteer corps for actual military service.

S. 27(1).—In case of actual or apprehended emergency (the occasion being first declared by the Governor-General in Council and notified in the Gazette of India), the Governor-General in Council may call out any corps or any portion of any corps of volunteers for actual military service.

(2).—All members of any corps, or portion of a corps, so called out, shall be bound, unless incapacitated by infirmity for military service, to assemble as the Governor-General in Council may direct, and proceed according to orders within the limits hereinbefore specified; and, from the time of their corps or portion thereof being so called out, shall be deemed to be on actual military service.

Provided that the local Government or the commissioner of the division or other authority to whom power in this behalf may be delegated by the local Government, may exempt from service any particular corps or portion of a corps, or any individual member or members of a corps by name. Such exemption may be whole or partial in respect either of time or of area, or of both, as the empowered authority may see fit to prescribe.

(3).—After a corps or portion of a corps of volunteers has been called out for actual military service, the corps or portion of a corps shall be deemed to be released from actual military service only after a notification in the Gazette of India declaring the occasion to have passed, and not sooner or otherwise:

Provided that the Governor-General in Council may at any time discharge any such corps or portion of a corps from actual military service.

(4).—Before a corps or portion of a corps of volunteers is released from actual military service, provision shall be made by the Government for the return of the volunteers present therewith to their homes.

*S. 9, Act X of 1896 provides as follows:—

Nothing in the new section 16 substituted by section 6 of this Act or in the new section 27, added by section 7 of this Act, shall apply to any volunteer who was enrolled before the commencement of this Act, unless he consents in writing to be bound by such new section 16 instead of by the section for which it is substituted, or by such new section 27, as the case may be.

Power to make rules as to allowance.

S. 28 (1).—The Governor-General in Council may make rules for—

(*a*) The making of payments to, and the provision of transport and supplies for volunteers called out on actual military service ; and

(*b*) the grant of pay, pensions, gratuities, allowances and rewards to them.

Appointment of local Governments.

(2).—The Governor-General in Council may apply such rules or any part of them to any volunteers who may have been called out by any magistrate or other authority in aid of the civil power : and may in such case direct, any enactment notwithstanding, by whom the cost of the payments to be made and supplies to be provided under the rules shall be borne.

S. 29.—Where a corps consists of volunteers enrolled in territories subject to more local Governments than one, the Governor-General in Council may, by notification in the Gazette of India, declare what local Government shall for all or any of the purposes of this Act be deemed to be the local Government with respect to the corps.

Case of volunteers desiring to join in military operations.

(Act X, 1896, S. 8).—Whenever military operations are about to be undertaken or are in progress, any member of a volunteer corps may offer himself for actual military service, and if the services of such number of members of any corps as in the opinion of the Governor-General in Council is sufficient to enable them to be separately organised are accepted, then those members may be called out either as a corps or as a part of a corps, and this Act shall apply to them.

Saving from new sections 16 and 27 of volunteers enrolled before Act X of 1896.

(Act X, 1896, S. 9).—Nothing in the new section 16 substituted by section 6 of this Act or in the new section 27, added by section 7 of this Act shall apply to any volunteer who was enrolled before the commencement of this Act, unless he consents in writing to be bound by such new section 16 instead of by the section for which it is substituted, or by such new section 27, as the case may be.

Appendix XIII.

Specimen rules for a volunteer corps.

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2A. Each member is held responsible that the arms and ammunition issued to him are used solely on corps duties, and warned that their use for sporting purposes is strictly prohibited and punishable under the civil law.

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Volume X.—Passages.

General Instructions.

21. Officers and subordinates transferred from military to civil employ travel under the rules contained in the C. S. Regs. Those transferred from civil to military employ travel under the rules in these regulations. Transfers between civil and military employ.

Destitute persons.

64. Free passages by rail, road, river, and government vessel, from their stations in India to their selected place of residence in the U. K. may be granted by a Divl. Comdr. to the following persons when the O.C. the station in or near which they reside certifies that they are destitute, and that their removal is desirable on public grounds :— Passage to U. K. for destitute persons.

(*a*) Widows and children of departmental officers with honorary rank and warrant officers.

(*b*) Pensioners and discharged British soldiers, and their families, provided their distressed circumstances are solely due to failing health or inability to obtain employment, and that they produce a certificate signed by some responsible person that they have borne a good character since discharge.

The above concessions, however, are not applicable to the families of individuals who married after retirement or discharge.

Convicts and prisoners.

95. * * British soldiers, not enlisted in India, discharged from the army on conviction by the civil power will, on completion of their sentence, be despatched by the civil authorities to the U. K. in a private vessel, the cost being debited to the military estimates. Military convicts and men discharged on conviction by the civil power.

Civilian witnesses.

97. Civilian witnesses, other than those in government service who receive travelling allowances under the C. S. Regs. or these regulations according as they are serving in a civil or military department, who may be summoned to attend a military court, will receive travelling and boarding expenses at the undermentioned rates according to their classification, which will be decided by the magistrate through whom they are summoned and communicated by him to the summoning officer: — Travelling and boarding expenses.

Class.	Travelling, per mile.	Boarding expenses for each day travelling by rail and road, and detained at station at which court is held.		Carriage hire for each day required to attend the court.
		Europeans and Eurasians.	Natives.	
		Rs.	Rs.	Rs.
1st	8 annas by road; double first class fare by rail; a first class passage for the witness and a third class passage for one servant by sea or river.	5	Such daily rate as the magistrate, through whom they are summoned, may fix.	2
2nd	Actual travelling expenses as a 2nd class passenger for the witness only.	2		1
3rd	Actual travelling expenses as a third class passenger for the witness only.	1		*Nil.*

The summoning officer will advance to the witness, through the magistrate concerned, a sufficient sum to meet his travelling expenses to the station at which he is required; and should arrange for the payment to him of his expenses for carriage, boarding and return conveyance, before he leaves the station.

Duties in connection with the civil authorities.

Care of encamping ground.

204. The civil authorities are responsible for the maintenance in good order of all established encamping grounds outside cantonments, and whenever movements are ordered the Bde. Comdr. will intimate to the civil officers concerned (see Route books), the routes which will be used in order that the wells, etc., may be thoroughly cleaned beforehand.

Notice to civil authorities.

205. On receipt of final movement orders the O. C. the troops must communicate to each civil or political officer *en route* (see Route books), an itinerary of the march through their jurisdiction, the strength of the party, and the probable date of arrival at ferries or other points where special assistance is required from the civil authorities. The notice should request that a police officer or durbar official may be detailed to accompany the force, and that steps be taken to prevent the irregular sale of liquor to the troops on or near the route.

Duties of police officer or durbar official.

206. This police officer or durbar official is attached to the troops to settle, in communication with the O. C., all disputes with the inhabitants, or with any transport establishments engaged by the civil authorities; to arrange that, in addition to the usual military precautions, proper measures are taken by the local officials to prevent theft and the irregular sale of liquor; and to act generally as the medium of communication between the O. C. and the subordinate native officials and inhabitants. To prevent misunderstanding he should furnish the O. C. with a copy of the local rules defining the extent to which the guarding of military encampments devolves upon the local police. The O. C. will not interfere with or exercise any authority over him in the performance of his duties, but should report any neglect or inattention on his part to the district civil officer concerned.

Reports of irregularities.

207. Should irregularities committed by the troops not be discovered until after they have marched, the local civil authorities should send a full report of the occurrence to the O. C. the next military station on the route, who will be responsible that the matter is fully investigated and suitably disposed of.

Duties on the line of march.

Responsibilities of O. C.

208. The O. C. the troops is responsible that the strictest discipline is maintained, and that all possible precautions are taken to prevent damage to trees, crops, telegraph wires and posts; trespass in government forests or private enclosures; or irregularities of any kind. Any assistance required from the inhabitants should ordinarily be obtained through the medium of the civil authorities, and paid for at local rates.

Order of march.

209. The order of march will be decided by the O. C., but advance baggage, and rear-guards should usually be detailed in the case of large parties, the former to clear the route for the main body, and the latter to bring all stragglers and delayed carriage into camp. An advance party, commanded by an officer if possible, should usually precede a unit to demarcate each encampment, and see to the watering arrangements, etc., before the main body arrives. When families accompany the troops, a separate encampment should be arranged for them.

Marches through foreign territory.

210. Troops are forbidden to enter foreign territory without the previous sanction of the C-in-C., and the receipt of permission to do so from the Governor of the settlement, the latter being applied for direct by the O. C.

Assistance in crossing rivers, etc.

211. Whenever troops are supplied with boats or other assistance for crossing rivers or nullahs, the O. C. will give the person furnishing the same a certificate showing in detail the nature of the assistance rendered, and the time engaged. Any reasonable charge preferred on this certificate will be settled by the district civil officer, and adjusted by book debit to the M. D.

212. Encampment upon or movement over cultivated land must be avoided as far as possible. Any damage done by troops and their followers on the march will be assessed in concert with the local or attached civil officer, and paid at once by the O. C. Any portion of the charge attributable to damage done by other than government animals and establishments must be recovered by the S. and T. corps from the contractor or owner; that debitable to the State, on being passed by the competent financial authority, will be recovered from the O. C. Divl. Supply of the division in which it arose. Damage to crops, trees, etc., during ordinary marches.

213. The damage done to crops during manœuvres will be recorded and assessed entirely by the civil authorities, who will inform the G. O. C. the force periodically of the progress of the assessment to give him an opportunity of raising any objections thereto at the time. When the assessment is complete, a detailed statement of the compensation awarded and of any expenditure incurred on temporary establishments specially engaged for the work, will be presented to the G. O. C. the force, and at once settled by him from his manœuvres grant. Damage to crops during manœuvres.

214. All soldiers using dâk bungalows or serais must pay the usual fees. Those paid by British and native soldiers travelling on duty, and not in receipt of travelling, tentage, or accommodation allowances, may be recovered. Dâk bungalow and serai fees.

Carriage.

217. Immediately a corps or detachment receives its final movement orders separate requisitions on I. A. F. Z 2150 for the public and private carriage required, should be sent to the local S. and T. officer. The indents will be complied with by the S. and T. corps, either by the supply of the government transport, contract carriage, or hired carriage obtained by requisition from the local civil authorities. When the aid of the civil authorities is required the rules in Appx. VII will be followed. General rules.

218. Where there is no representative of the S. and T. corps, if sufficient government transport is available under the orders of the O. C. the station to meet requirements, the requisitions may be submitted to and dealt with by him, otherwise they will be sent to the nearest S. and T. officer, who will either provide, or authorise the O. C. the unit to arrange direct with the local civil authorities for the required hired carriage. Batta-drawing units should ordinarily make their own arrangements for the supply of the carriage required for other than government property, but may indent for such carriage on payment under the above rules. Requisition at outstations, or from batta drawing units.

219. The O. C. will be responsible that animals are not overladen nor ill treated, and that on arrival at destination or an exchanging station all carriage is released as early as possible. Animals must always be unloaded when crossing rivers in boats. Hired transport establishments not being amenable to military discipline, any serious misbehaviour on their part must be dealt with in communication with the civil authorities. Care of transport and establishments.

Supplies.

222. The rationing of British soldiers and government animals, and the supply on payment to officers of British corps of any articles of rations required, on the march, devolve upon the S. and T. corps, and will be met either by contract arrangements, or by requisition on the civil or other authorities concerned, S. and T. subordinates being attached to receive and issue the supplies. The supply arrangements for native troops and followers devolve upon the O. C. the unit, and will ordinarily be met by requisition on the civil or other authorities concerned. Only one requisition need be submitted for British troops and their native followers, or for native corps equipped with government animals, being prepared conjointly by the S. and T. officer and the O. C. General system of supply.

223. Requisitions on I. A. F. S 1526 for the supplies required at each stage, should ordinarily reach the district civil officer concerned (see Route books), or in the case of cantonments the S.S.O. who will make all arrangements (in conjunction with the cantonment magistrate where there is one) at least a fortnight before the supplies are required. The requisition form enumerates the articles which can alone be demanded, any other articles Requisitions and losses.

must be arranged for privately. Any changes in dates, routes, or in the requisition, that may subsequently prove necessary, should be forthwith communicated to those concerned. Losses caused by such changes will only be borne by the State when the competent financial authority is satisfied that they were unavoidable. Those due to excessive estimates must be met by the corps.

Taking over supplies, etc.

224. Each district civil officer will detail a civil official to join every large body of troops marching together, the day before it arrives in his district, to assist the O. C. in all supply matters. This officer should generally precede the party daily to ensure the supplies being in readiness at the next stage, and will obtain and furnish the O. C. on arrival with copies of the local price current. When shops are, or can be, established on or near the encamping ground, the shopkeepers or contractors will retail the supplies to the troops or their agents. Where no shops can be arranged for, and in all cases where articles are required which are not ordinarily kept in stock (such as sheep, fowls, or eggs), or which are quickly perishable (such as milk), the civil authorities will themselves purchase the supplies as most convenient, convey them to the encamping ground, and there hand them over in bulk to the O. C. with a bill for the total amount due at local rates and any conveyance expenses. The O. C. will at once settle this bill, arrange for the retail issue, and for the subsequent disposal of any surplus.

Rejection of supplies.

225. The advance party referred to in para. 209 may, however, be authorized, in conjunction with the local supply official, to inspect and take over beforehand the supplies demanded, when the retail issue by shopkeepers is impracticable, but must not be given power to reject supplies. Supplies may only be rejected by a committee of British officers, in British corps or of native officers superintended by a British officer in native corps, and their report thereon should be communicated to the district civil officer.

Irregular practices, complaints, and settlement of claims.

226. The O. C. will be held responsible that whenever any article is taken without payment, or when dasturi is exacted, the responsible person is severely dealt with. He will cause the officer of the day to frequently visit the bazar, to see that the guard or police which should be posted thereon are doing their duty, and that no irregularities are permitted. The O. C. will take care that he is readily accessible to any civil official or inhabitant who may be desirous of lodging a complaint. The civil supply official should report to the O. C. each evening whether any claims remain unsettled, and if so the latter will personally see to their immediate settlement. The civil officer should endorse all receipts given for payments made, and the O. C. should not accept receipts unless so endorsed.

Individuals, and small parties.

227. Individuals or small parties will ordinarily purchase their own supplies from bazars. If any assistance is required they will apply to the local police officer.

Tolls.

Exemptions from tolls.

228. Under the Indian Tolls (Army) Act II of 1901, which applies to the whole of British India, inclusive of British Baluchistan, the Santhal Parganas and the Pargana of Spiti—

(*a*) all officers and soldiers of His Majesty's Regular Forces, any local corps or Imperial Service Troops, when on duty or on the march,

(*b*) all members of a corps of volunteers when on duty, or when proceeding to or returning from duty,

(*c*) all officers and soldiers of the Indian Reserve forces when proceeding from their place of residence on being called out for training or service, or when proceeding back to their place of residence after such training or service,

(*d*) all grass-cutters when employed in the service of His Majesty's Regular Forces, any local corps, Imperial Service Troops or any corps of volunteers,

(*e*) all other authorised followers of His Majesty's Regular Forces, any local corps, Imperial Service Troops, or any corps of volunteers, when they accompany any body of such forces

troops, or volunteers, or any members of such corps on the march, or when they are otherwise moving under the orders of military authority,

(*f*) all members of the families of officers, soldiers, or authorised followers of His Majesty's Forces or any local corps, when accompanying any body of troops, or any officer, soldier, authorised follower thereof, on duty or on the march,

(*g*) all prisoners under military escort,

(*h*) the horses and baggage, and the persons (if any), employed in carrying the baggage of any persons exempted under the foregoing clauses, when such horses, baggage, or persons accompany the persons so exempted under the circumstances mentioned in those clauses, respectively,

(*i*) all carriages and horses belonging to His Majesty, or employed in His Majesty's military service, and all persons in charge of or accompanying the same, when conveying any of the persons above mentioned, or when conveying baggage or stores, or when returning unladen from conveying such persons, baggage, or stores,

(*j*) all carriages and horses, when moving under the orders of military authority for the purpose of being employed in His Majesty's military service,

(*k*) all animals, accompanying any body of troops, which are intended to be slaughtered for food or kept for any purpose connected with the provisioning of such troops,

and

(*l*) all persons in charge of any carriage, horse, or animal exempted under any of the foregoing clauses, respectively,

are exempted from the payment of any tolls, on embarking or disembarking, or on being shipped or landed from or upon any landing place: or in passing along or over any turnpike or other road or bridge; or on being carried by means of any ferry, other than a railway ferry. But boats, barges, or other vessels employed in conveying the above persons or property along any canal will pay the usual tolls.

Any vessel employed by the Government solely for the transport of troops; or the horses, baggage or other effects of any troops embarking or disembarking at any port; or carriages belonging to His Majesty or employed in His Majesty's military service embarking or disembarking at any port; are also exempt from tolls levied by any local authority.

Officers not in uniform need only furnish the toll-keeper in writing with their names, rank, and nature of the duty on which travelling, but in all other cases unless the individual is in uniform, or followers, horses, baggage, carriages, and slaughter animals are accompaying individuals in uniform, exemption from tolls will only be admitted on the presentation of a pass (I. A. F. Z 2114) to the toll authorities.

NOTE.—"Horses" includes mules and beasts of any description used for burden, draught, or the conveyance of individuals.

Appendix VII.

Rules for the supply of carriage by the civil authorities.

(Referred to in para. 217.)

Requisitions

1. Requisitions on the civil authorities for hired carriage required for the movements of troops or stores should be prepared on I. A. F. 8 1675, giving full details of requirements, and sent so as to reach the district or political officer concerned, if possible, not less than fifteen days (one month in Gwalior State) before the carriage is required.

Collection and payment.

2. Hired carriage will not ordinarily be required to proceed beyond the limits of the next civil district on the route, but will be exchanged, if possible, at such stations therein as may be fixed by the local civil authorities. It will be paid for at the authorized local hire rate from the date on which the march is commenced to the date of its discharge, both inclusive, but if taken double marches double rates will be paid for each such march. Return hire will only be admissible when the carriage is necessarily taken beyond the limits of the next civil district, when

half the full hire rate will be paid for each route book or other recognised stage on the return journey, without any allowance for halts. When circumstances render it necessary to collect the carriage before the date on which it is required, the full hire rate will, however, be paid from the actual date of engagement, but in such cases the indenting officer should be informed of the circumstances and the probable extra expense that will be incurred. Similarly any carriage indented for, which may be found to be in excess of final requirements and discharged before the march commences, will be paid for at the full hire rate for each day or part of a day for which it is retained. If carriage is declared unserviceable by a committee of officers, it will not be paid for. When chaudhris are engaged to collect carriage, their fees at local rates will be paid by the owners and not by the military department.

Advances and handing over of carriage.

3. On engagement of the carriage, the civil or political officer will advance to the owners half the estimated hire for the full journey, and will then send the carriage to the place required in charge of a tahsil or durbar official who will hand to the requisitioning officer a detail of the composition of the carriage, authorised loads, hire rates, owners' names, amount advanced and receipts for the same, and intimation as to the station at which the carriage should be exchanged, see I. A. F. S 1675. The amount advanced will be at once repaid to the civil officer by the S. and T. Corps.

Exchanging stations.

4. The civil officer supplying the carriage will at the same time warn the civil officer at the first exchanging station of the transport requiring exchange, and the date and place at which it will be required. The latter will then proceed as in para. 3, and warn the next exchanging station. Similar action will be taken at each exchanging station on the route.

Changes in original transport requirements.

5. Should any change be required *en route* in the original quantity and description of transport supplied, the O. C. the troops must give the civil officer at the exchanging station concerned as much notice as possible.

Unserviceable carriage.

6. Carriage breaking down between exchanging stations should be replaced on the spot in communication with the local civil officials, and paid off. If the advance received has not been liquidated, the owner must refund the amount then due.

Discharge of carriage.

7. On arrival at an exchanging station, or at destination, the carriage should be at once released and paid off by the S. and T. officer if there is one, otherwise by a British officer of the marching unit in the presence of the civil official attached to the troops, the acquittance roll being signed by both and countersigned by the O. C. Any disputes will be referred to and settled by the district civil officer at the place at which the transport is released.

Protecting certificate.

8. When carriage is discharged, a certificate in English and the vernacular should be given by the civil officer at the exchanging station, or by the civil officer accompanying the troops, to each person in charge thereof, to protect the carriage from being taken for the use of troops while on its return journey, unless such troops are marching in the direction of the owner's home. If so employed, the full hire rate will be paid.

Volume XII.—Military Works.

General.

43. The whole time of every servant of government is held to be paid for by the State unless otherwise provided for, and his pay is his sole legal remuneration. The receipt of, or attempt to obtain, any commission or consideration, direct or indirect, on account of any government business, is punishable under the Indian Penal Code. Receipt of fees or commission forbidden.

I. An exception is made in cases of arbitration as follows :—

(i) An officer may not act as arbitrator except with the sanction of his senior officer, or unless appointed by an authorised court.

(ii) No officer shall act as arbitrator in a case connected with his executive office.

(iii) If he acts by private request he shall accept no fees, except as provided in the C. S. Regs.

(iv) If appointed by a court of law, he may accept the fees the court fix.

II. An officer may accept a prize in a competition for designs.

III. If appointed by a court to act as a commission to give information on technical engineering points, he may retain such fees as are fixed by the court.

44. No member of the M. W. S. shall have a personal pecuniary interest, direct or indirect, in any government work, or in the manufacture, supply, or sale, of building materials. Pecuniary interest in government works.

47. All members of the M. W. S. (except civilian clerks at presidency towns, see Vol. VI) are entitled to gratuitous medical attendance in cantonments from the staff surgeon, elsewhere from the civil surgeon or medical subordinate according to whether they are drawing over or under Rs. 250 a month. Attendance at a distance of five miles or more should not be required of a medical officer, except under extraordinary circumstances; if the distance is more than two miles the cost of conveyance for the medical attendant will be paid by the patient. Medical attendance.

Military land and buildings.

52. No military land shall be taken up or occupied by any civil department, for any purpose whatever without the sanction of the G. of I., obtained through the Divl. Comdr. and L. G. C. The opinion of the local Government on all such proposals should be recorded. On receipt of sanction the land may be transferred at once to the department concerned. Occupation of military land by civil departments.

54. The boundaries of a cantonment, of any village or bazar within it and of all military land should be marked by pillars constructed and kept in repair by the M. W. S., and no encroachments on these boundaries should be permitted. Boundaries of cantonments and bazars.

55. In every station a fixed datum level and other permanent bench marks connected with the great trigonometrical survey should be established and recorded. All levels on the cantonment plans should refer to this datum. Datum and levels in cantonments.

56. The Asst. C. R. E. or G. E. is responsible for the proper drainage of the cantonment, and no work, public or private, affecting the general drainage scheme shall be commenced without his approval. Drainage of cantonments

Roads.

Roads in cantonments.

57. No old road in a cantonment may be closed or new one opened without the sanction of the L. G. C., and no road may, in the first instance, be metalled at the public expense without the sanction of the G. of I.

Classification and maintenance of cantonment roads.

58. Cantonment roads are classified as follows :—

(*a*) Imperial military roads, maintained from M. W. funds, are those required for purely military purposes, *i.e.*, those within the lines occupied by regular troops, or leading from the lines to the railway station or to the main lines of communication of the country, or those effecting communication between the main road in the cantonment and buildings used for military purposes.

(*b*) Imperial civil or provincial roads are the main arterial communications of the country (such as the Grand Trunk road) which pass through cantonments, and are usually maintained by the local P. W. D. from funds provided by the local Government.

(*c*) Cantonment Fund roads are those required merely for the convenience of residents in the cantonment; they are maintained from cantonment funds.

The classification of roads in each cantonment and the fixed grant necessary for their maintenance will be considered by the cantonment authority, and will be submitted with a plan of the roads and the full data upon which their recommendations are based, through the usual channel, for the sanction of the G. of I. The local M. W. officer is responsible for the metalling and maintenance of the roads under classes (*a*) and (*c*), and his approval should be obtained to the designs of any private roads about to be constructed in cantonments.

Buildings.

Reappropriation of buildings.

63. * * * Buildings, which are not rentable or required for military purposes may, with the sanction of the D. G. M. W., be lent to regimental cantonment authorities or other public bodies, on the understanding that they are kept in proper repair and relinquished without claim for compensation if required for military purposes. The D. G. M. W., with the approval of the C-in-C., may lend any vacant military building to a local Government.

Demolition of infected stables.

65. Local Governments are empowered to authorise the demolition of wooden or temporary stables which have become infected with contagious disease.

Works.

Defence works.

98. Proposals for a new work, or for alterations or additions to existing buildings in a defence work, or for any military work on the clearance zone of a fort, will be submitted by the L. G. C. to the D. G. M. W., who will take the opinion of the C-in-C. and the defence committee, or submit for the orders of the G. of I., as required: and no such work shall be commenced until sanction has been obtained, except that an L. G. C. may on the advice of the C. E., and provided the work be unobjectionable from a defence point of view, finally sanction alterations or additions to existing buildings within a fort, which are enclosed and entirely apart from the defence position. For the general rules regarding the construction and control of buildings within authorised clearance zones, see A. R. I., Vol. II. No deviation may be made from the approved design of a building within a clearance zone without the previous concurrence of the original sanctioning authority.

Relation with civil officers.

100. M. W. officers should assist civil officers with reports and rough estimates of the cost of any proposals, but detailed estimates and designs should not be prepared for works costing more than the civil officer concerned can sanction.

Procedure for civil works.

101. A civil officer will submit a requisition for any work he may require to be done by the M. W. S. If funds are available, and it is within his powers, the Asst. C. R. E. may, if he concurs, sanction the estimate, the signature of the civil officer to the estimate being considered

authority for the work. If a major work is required, the estimate will be submitted to the D. G. M. W., who will refer it to the head of the department or local Government concerned or submit it to the G. of I. for orders. In the Baluchistan Agency and North-West Frontier Province, provincial civil works will be dealt with by the C. R. E. under the orders of the local administration.

Contribution works.

102. Contribution works are those executed from funds of a public nature (not government funds), or from subscriptions by the public. If a work is to be done partly from government funds and partly by subscription, the latter will be treated as an addition to the government grant and the work executed under the usual rules. The money must be paid into the treasury before any liability is incurred, unless its receipt by instalments is authorised by competent authority. The design and estimate will be prepared in the usual manner, but prior to the work being put in hand, a written approval from the authority administering the fund must be obtained with an acknowledgment that the M. W. S. is not responsible for unavoidable or reasonable excesses, due to unforeseen contingencies or alterations in design. It is the duty of the officer in charge to keep the authority concerned informed of the progress of the work and of any excess or deficit anticipated.

Repairs.

Repairs to wells.

123. Government wells in cantonments are cleaned and repaired by the M. W. S., and those on district encamping grounds under the orders of the local Government.

Extracts from King's Regulations.

Honours and salutes on parade.

45. The honours and salutes to be given by troops on parade are as follows :—

(*i*) *To the King.*—On all occasions, royal salutes.—Standards and colours lowered, officers saluting, men presenting arms, bands playing the National Anthem through.

(*ii*) *To Members of the Royal Family.*—Same as (*i*), except that the bands will only play the first part (six bars,) of the National Anthem.

(*iii*) *Foreign Sovereigns, Presidents of those Republican States in which the Sovereign is represented by an Ambassador ; and Members of Foreign Imperial and Royal Families.*—Same as (*i*) or (*ii*) respectively, except that their own National Hymn will, when practicable, be played.

(*iv*) *To a Viceroy ; and to a High Commissioner, Governor or Lieutenant-Governor of a colony, protectorate, or possession abroad ; or special Royal Commissioner, acting on behalf of the Sovereign, at state ceremonials, such as the opening or closing the Session of a Colonial Legislature.*—Same as (*i*), except that the bands may only play the first part (six bars) of the National Anthem.

National Anthem.

46. The National Anthem is not to be played in connection with salutes on any other occasions than those mentioned in paragraph 45, and is only due to those personages who are entitled, under these regulations, to a royal salute.

Officers acting in civil office.

50. Officers acting in any civil office are entitled during their tenure to all the honours or salutes appertaining to such office.

Head-dresses in civil courts.

62. In a civil court, an officer or soldier will remove his head-dress while the judge or magistrate is present, except when the officer or soldier is on duty under arms with a party or escort inside the court.

Guards of honour of 100 rank and file.

64. A guard of honour, as a general rule, of 100 rank and file with a captain in command, two subaltern officers (one carrying the standard of cavalry or the King's colour of infantry), a proportion of sergeants, and the regimental band will attend :—

(*i*) Upon the King and other Royal personages; and upon

Presidents of those Republican States in which the Sovereign is represented by an Ambassador.

(*ii*) At State ceremonials.

Similar guards of honour, but with the regimental colour, will attend upon governors and lieutenant-governors administering the governments of His Majesty's possessions on such occasions as are customary within their governments. (Guards of honour will not be detailed when the governors and lieutenant-governors are returning after leave of absence the duration of which has not exceeded three months; nor when they are merely arriving at, or departing to or from, one or other of the ports within their government; nor on merely changing their residence.)

Guards saluting.

66. Guards, including guards of honour, mounted over the person of the King and members of the Royal Family will pay no compliments except to members of the Royal Family; and guards, including guards of honour, mounted over viceroys and governors within their respective governments will pay no compliments to officers or persons of lesser degree. When any such guards are visited by officers on duty, they will turn out to them with sloped arms (rifle regiments with ordered arms).

Compliments by guards.

67. Guards are at all times to turn out and pay the compliments specified in paragraph 45 to general officers in uniform and to civil governors within the limits of their jurisdiction. Guards and parties on the march will also pay the prescribed compliments to general officers in uniform.

Conveyance to prison.

620. Covered conveyance for prisoners proceeding to prison must in all cases be provided. * *

Safe custody of prisoners.

621. * * When it is necessary to handcuff a soldier, dressed in uniform or plain clothes, a covered conveyance will be provided as directed in paragraph 620. Soldiers should never be marched in military custody through a public thoroughfare, unless such a course is absolutely unavoidable.

Official correspondence is private.

2110. All official documents are in a sense private, and can only be dealt with on the responsibility of the individual in charge of them, but their privacy varies with their contents, and when special privacy is necessary they will be inscribed "Secret" or "Confidential."

Confidential correspondence.

2111. All letters of a secret or confidential nature are to be marked "Secret" or "Confidential," as the case may be. Such letters should be enclosed in *two* envelopes, of which the inner one only should be marked "Secret" or "Confidential," and the outer one should be inscribed with the address only. Confidential plans and other documents are to be similarly treated. Envelopes marked "Secret" or "Confidential" will only be opened by an officer.* *

Care of secret documents.

2112. A document marked "Secret" is intended only for the personal information of the individual to whom it is officially entrusted, and of those officers under him whose duties it affects. He is responsible that its contents are communicated to those officers and to them only. It must be kept in the personal custody of himself or one of those officers, and when not in use under lock and key. * * *

Confidential documents.

2113. A document marked "Confidential" is of a privileged nature. The contents are only to be disclosed to authorised persons, or in the interests of the public service.

Use of Confidential documents.

2114. No secret or confidential document is to be used for private purposes, literary or other, nor is it to be referred to in any catalogue or publication which is not itself a secret or confidential document.

Extracts from Field Service Departmental Code, Commissariat-Transport, India.

XIV.—Purchases by Civil Authorities.

276. To enable civil officers who may purchase stores for the military department to render their accounts so as to admit of their being accepted by the military accounts department without further enquiry the following procedure should be adhered to.

Every payment made by a civil officer on account of stores purchased for the military department should be supported by—

(1) The payee's receipt (stamped in India) ;

(2) The receipt of the S. and T. officer to whom the stores are handed over, in which receipt should be specified the S. and T. returns in which they will be brought to account.

(3) When there is no representative of the military department to whom stores can be handed over, the civil officer should furnish proof that he has made them over to the railway authorities at the point of transmission for despatch to their destination, the proof being a certified copy of the acknowledgment of their receipt by the station master or other responsible officer of the railway.

Purchase of Transport Animals.

550. The purchasing officer will place himself in communication with the civil officers of the district in which he is to operate, with a view to obtaining assistance in the collection of animals at various centres, the publication in the district of the class of animals required, and the prices he is prepared to pay for them. Purchasing officers should arrange to visit certain centres on certain dates so as to localise their work as far as possible and economise time, which in the event of mobilisation, will be a most important factor of success.

565. If, under exceptional circumstances, transport animals are bought by civil officers, the following rules for the adjustment of accounts will be observed :—

Every payment made by a civil officer on account of animals purchased for the military department should be supported by—

(1) The payee's receipt, stamped.

(2) The receipt of the transport officer, to whom the animals are handed over, in which receipt should be specified the roll on which they will be accounted for.

(3) When there is no representative of the military department to whom the animals can be handed over, the civil officer should furnish proof that he has made them over to the railway authorities at the point of transmission for despatch to their destination, the proof being a certified copy of the acknowledgment of their receipt by the station master or other responsible officer of the railway.

566. Special measures will be necessary for branding animals purchased by civil officers.

Extracts from Field Service Regulations, Native Cavalry.

28. The following action will be taken regarding the recall of native officers, N. C. Os. and men from leave or furlough :—

The O. C. will at once recall all native officers, N. C. Os. and men on leave or furlough, sending men on leave (exceeding 15 days) a return railway warrant from the nearest railway station. These orders and warrants will be registered for despatch through the post office in specially coloured envelopes (I. A. F. F 941), marked "Mobilisation."

In urgent cases men on leave or furlough will be recalled by telegram, but this is not to be done without orders from A. H. Qrs.

In the event of mobilisation on a large scale the G. of I. will issue orders to local governments and administrations, who will direct civil officers in charge of districts, and political agents or ministers of native states under their orders, to issue a proclamation in all towns and villages in their charge, directing all men on leave or furlough (but not reserve men) to rejoin their regiment without delay.

72. The special duties of the O. C. the depot will be :—

(*d*) Payment of remittances and allowances to the men's families.

(*e*) To communicate as quickly as possible to the secretaries of local governments and administrations concerned, for publication in the vernacular editions of their official gazettes, a list of the names of all native ranks of the regiment that have been killed and wounded or have died from wounds or disease. These lists should also show clearly the names of the deceased or wounded men's fathers and their residences.

(*f*) To communicate without delay the news of the death of native soldiers direct to their relatives.

(*g*) To apply for family pensions for heirs of deceased men.

NOTE.—Similar rules to the above appear in all F. S. Regs. applicable to units having native ranks on their strength.

Extracts from I. A. F. Z2000 "List of reports and returns to be rendered by the Army (including departments) in India."

No.	Description of return.	No. of form.	Date of submission.	Submitted.			Remarks.
				By	Through	To	
21	Summary of births and deaths in cantonments.	I. A. F. Y1972 .	1st of each month .	O. C. Station .	...	Local Sanitary Commissioner.	See Section 221, Cantonment Code, 1899.
47	Return showing days on which a government factory will be closed during ensuing month.	MS. . .	*Before end of each calendar month.	Officer in charge of factory.	...	(*a*) District Magistrate.	(*a*) If within the limits of a presidency town, to the special Inspector of Factories. * To be submitted whether factory is working or not.
52	Recommendation for long service and good conduct medal for soldiers on the U. L. and of the I. S. M. D.	I. A. F. Y1931 .	1st January, April, July and October.	Local head of department and Local P. M. O.	...	Divl. Comdr. .	See A. R. I., Vol. II, para. 358. Applications on behalf of those not serving under Divl. Comdrs., will be submitted to the L. G. C. who will send a draft order to A. G., India.
		Letter form with draft order.	...	Divl. Comdr. .	...	A. G., India .	
59	Quarterly report on Warrant and N. C. Os., R. E., serving with the— (iv) Unattached List.†	A. F. B. 146 .	1st January, April, July and October.	(iv) O. C. Volunteer Corps or Deptl. Officer under whom serving on U.L.	(iv) A. A. G., R. E., or I. S. M. Defences if man originally belonged to I. S. M. Corps.	Colonel in charge, R. E. Records.	† In the case of N. C. Os. below the rank of sergeant R. E.
122	Report regarding custody of secret documents.	I. A. F. Z 2035 .	1st January .	All officers holding secret documents.	...	Issuing officer . .	See A. R. I., Vol. II, para. 459.

Extracts from I. A. F. Z2000 "List of reports and returns to be rendered by the Army (including departments) in India."—*continued.*

No.	Description of return.	No. of form.	Date of submission.	Submitted.			Remarks.
				By	Through	To	
127	Additions to record of service	I. A. F. Z 2042	1st January	Every officer on the effective list of the Indian Army whether employed or not except those in permanent civil employ.		O. C. Corps if borne on the rolls of a regiment. In all other cases to the D.A.G. of Command to which former regiment belonged.	See A. R. I., Vol. II, para. 475.
				All I. M. S. officers	Command P. M. O. if in military employ; Civil Administrative Medical Officer if in civil employ.	D. G., I. M. S.	
143	Statement of operatives in government factories.	Special	15th January	Officer in charge of factory.	...	(*a*) District Magistrate.	(*a*) If within the limits of a presidency town to the special Inspector of Factories.
281	Applications of officers to resign or retire.	MS.	When necessary	Applicant	M. S., C.-in-C.; C.M.A.	G. of I.	See A. R. I., Vol. II, para. 468.
	In civil employ, Indian Army						
	In civil employ, Indian Medical Service.				D. G., I. M. S	G. of I.	
282	Report of serious breach of shooting rules; of serious breach of discipline; of outrage or affray; or grave injury to an officer.	Telegram	On occurrence	O. C. Station		A. G., India (*a*); G. of I., D. A. G.; Bde. Comdr.; Divl. Comdr.; D. S. Police (*b*).	See A. R. I., Vol. II, paras. 150-151. (*a*) To Army Hd. Qrs. when absent from Simla. (*b*) If a civil offence has been committed.

							Full details of action taken will be given. The O. C. station will also send a detailed report of the case and progress reports by post direct to the A. G., India, and copies, through the proper channel to the D. A. G.	
283	Report of death of a British officer, except a departmental officer on the U. L.	Telegram . .	On occurrence .	Ditto .	...	Bde. Comdr.; Divl. Comdr.; G. of I., (*a*); Sanitary Commissioner with the G. of I. M. S., C-in-C.; A. M. S.; Head of department (*b*).	(*a*) Calcutta, and Simla as well during summer. (*b*) D. G., I. M. S., in case of I. M. S.	A. R. I., Vol. II, para. 150 (*d*).
285	Report of deaths of departmental officers and warrant officers, U. L.	Telegram . .	On occurrence .	Local departmental officer.	...	O. C. station or nearest station; and Command and Imperial head of department.		
				O. C. Station .	...	G. of I., Calcutta.		
286	Report of deaths of non-departmental warrant officers and N. C. Os. and men, U. L.	Letter . .	On occurrence .	Local departmental officer.	...	O. C. station or nearest station and Command head of department.	See A. R. I., Vol. II, para. 152 (*i*).	
				O. C. Station .	...	D. A. G. . .		
				D. A. G. . .	...	O. C. unit on rolls of which man was borne.		
287	Report of accidents with explosives	MS. . . .	On occurrence .	O. C. . . .	Usual channel . .	G. of I., Chief Inspector of Explosives, and Magistrate.		

Extracts from I. A. F. Z 2000 "List of reports and returns to be rendered by the Army (including departments) in India"—*continued*.

No.	Description of return.	No. of form.	Date of submission.	Submitted. By	Through	To	Remarks.
295	Loss or recovery of arms, important components or ammunition (including gun ammunition).	Telegram . .	As required . .	O. C. . .	...	Dist. Supdt., Police (Political officer when unit is quartered within a Native State), Bde. Comdr.; Divl. Comdr.	See A. R. I., Vol. II, para. 156.
				Divl. Comdr. .	...	(*a*) Inspector-General of Police, N. W. F., Peshawar. This telegram to be repeated to the Inspector-General of Police, Punjab, and a copy sent by post to the Director, Central Criminal Intelligence Dept., Simla.	(*a*) Only in cases of M. H. and 303 arms, components and ammunition, also gun ammunition.
296	Loss of arms or ammunition exceeding one arm or 499 rounds of small arms ammunition, or five rounds of gun ammunition, also recoveries in such cases.	Telegram . .	As required . .	Divl. Comdr. .	...	A. G., India; L. G. C.	The reports under No. 296 are additional to those under No. 295. Reports of losses of small arm ammunition not exceeding 20 rounds should not be made by telegram unless there is *prima facie* evidence of the loss being of recent occurrence.
302	Report of transfer of secret documents, maps, etc.	I. A. F. Z2034	On occurrence .	Relieved officer .	...	Issuing officer .	See A. R. I., Vol. II, para. 459.

316	Daily report on cholera or other epidemic.	Telegram . .	Daily when prevalent.	O. C. Station or troops.	...	P. M. O., India (*a*) Command, Division and Brigade.	See A. R. I., Vol. VI, paras. 83 and 84. *a*) In cases of violent outbreaks or when unusual events of importance occur.
		Letter . .	Ditto .	Ditto .	...	D.A.G.; Sanitary Commissioner of Province.	
317	Weekly report on cholera epidemic	Letter . .	Weekly, when prevalent.	Ditto .	Bde. Comdr.; Divl. Comdr.	D. A. G. Sanitary Commissioner of Province.	Statement of cases, sanitary condition of station, health of population, etc., A. R. I., Vol. VI, para. 84 (*ix*).
320	Report of outbreak of contagious or infectious disease amongst animals.	Telegram . .	On occurrence .	O. C. Station .	...	I. V. O. . .	The O. C. station will send full particulars by post to the Bde. Comdr.; Divl. Comdr; the departmental administrative officer concerned (in the case of the S. and T. Corps to the Inspr., S. and T.), and the civil district officer. The I. V. O. informs the P. V. O. by post.
326	Statement of measurement, cubical contents, and space of machinery rooms in government factories.	Special . .	When factory is first registered under the Act.*	Officer in charge of factory.	...	(*a*) District Magistrate.	(*a*) If within the limits of a presidency town, to the special Inspector of factories. * Return to be rendered whenever alterations are made affecting measurements and cubical contents of any room, or the area or floor space in any room, occupied by machinery or other factories.
433	Muster roll, railway reservists .	MS. with R. T. R. for pay of reservists concerned.	1st January .	O. C. Railway Co.	...	District Railway Officer.	
543	Application for transfer of cash assignment.	Letter . .	When necessary .	O. C. . . .	...	C. M. A. or local Acct. General.	See A. R. I., Vol. III, para 38 (*iii*).

Extracts from I. A. F. Z 2000 "List of reports and returns to be rendered by the Army (including departments) in India."—*concluded.*

	Description of return.	No. of form.	Date of submission.	Submitted.			Remarks.
				By	Through	To	
869	List of stores imported . .	MS. .	1st . . .	Executive officers (Ordnance) at Calcutta, Bombay and Madras.	...	Local customs authorities.	
870	List of stores exported . . .	MS. . .	1st . . .	Executive officer (Ordnance) at Madras.	...	Local customs authorities.	
913	Annual statements and other information on working of Factories and Arsenals. (Northern Command only.)	Printed . .	15th January .	Ex. Officer . .	...	Deputy Commissioner.	
1603	Return asking for proposed dates of horse fairs.	MS. . .	5th May .	D. G., A. R.	...	Commissioners of Divisions and others concerned.	

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